

Meeting Minutes
NORTHWEST FLORIDA REGION
CFASPP STEERING COMMITTEE MEETING
October 1, 2015
Northwest Florida Beaches International Airport

1. **Call To Order/Introductions** – Vice-chair Andrea Kvech called the meeting to order at 10:04 a.m. and asked everyone in attendance to introduce themselves.

<u>Name</u>	<u>Representing</u>
Andrea Kvech, Vice-chair	Pensacola International Airport
Ted Mosteller	Apalachicola Regional – Cleve Randolph Field
Ryan Adams	Defuniak Springs Municipal Airport
Parker McClellan	Northwest Florida Beaches International Airport
Richard McConnell	Northwest Florida Beaches International Airport
Chris Curry*	Tallahassee International Airport
Erik Treudt*	Tallahassee International Airport
Bob Fleck	Calhoun County Airport
Pamn Henderson	Northwest Florida Beaches International Airport
John Van Etten	Northwest Florida Beaches International Airport
Sirah Masters	Okaloosa County Airports
Tiffany Wills	Okaloosa County Airports
Mike Stenson	Okaloosa County Airports
Patrick Kennedy	Okaloosa County Airports

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Greg Kesler*	USAF
Jim Roncaglione	Tyndall AFB
Don Haskins	FAA –Eglin AFB
Mark Kistler	Michael Baker, Inc.
Heath Jenkins	Hatch Mott MacDonald
Ken Ibold	RS&H, Inc.
Tonia Nation	AVCON, Inc.
Lee Lewis	AVCON, Inc.
Zach DeVeau	Kimley-Horn & Associates
Brian Powers	Kimley-Horn & Associates
Jennifer Wolgamott	ZHA, Inc.
Bill Prange	AECOM, Inc.
Sergey Kireyev	Hanson Professional Services
Doug Hambrecht	ICE, Inc.
Scott Walters	FDOT District 3
Philip Deal	FDOT District 3
Jim Halley	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

*Via teleconference

Agencies/Organizations Not Represented:

Peter Prince Field Wakulla County Airport
Marianna Municipal Airport Tri County Airport
Quincy Municipal Airport

2. **Approve Last Minutes** – Vice-chair Kvech asked for a motion to approve the last meeting minutes. Mr. Ted Mosteller made a motion to approve that was seconded by Mr. Mike Stenson and passed by a unanimous vote of the members present.

3. **Airport Updates/Roundtable**

- **Pensacola International Airport** – Vice-chair Kvech stated traffic is up and the City has started lease negotiations with tenant airlines. She reported that the Environmental Assessment (EA) for the new maintenance facility has been completed. The entire project is at the 30% design stage. Vice-chair Kvech noted that they are planning to expand the cargo area and are purchasing multiple properties in the industrial areas surrounding the airport.
- **Northwest Florida Beaches International Airport** – Mr. Parker McClellan reported that traffic is up about 8% year over year. The positive relationship with the military continues with regular visits occurring from a number of military aircraft on a daily basis. Mr. McClellan reported that they expect to begin the technology based exit lane project in the near future. They are working to bring additional dining concession options to the airport users.
- **Calhoun County Airport** – Mr. Bob Fleck reported that they have completed two (2) new corporate hangars and that modifications to the entrance road are nearly complete. Mr. Fleck stated that the taxiway extension project should be complete in early 2016. All facilities are leased, fuel sales are up, and the local skydiving operation continues to do well.
- **Destin Executive Airport** – Mr. Patrick Kennedy reported that the contract for the new ATC tower had been sent to the County Commission for final approval. He mentioned that they recently advertised for the construction of a noise wall at the airport.
- **Destin-Fort Walton Beach Airport (Eglin AFB)** – Mr. Stenson reported that passenger traffic is up 4% this year. Mr. Kennedy advised that the baggage loading and ground lift project had been completed. They are working to complete modifications to the in-line baggage screening system with construction expected to begin this month. Mr. Kennedy noted that they are set to receive bids for the construction of a new taxi shelter for cab drivers and that the ARFF project is under final review by County staff.
- **Apalachicola Regional-Cleve Randolph Field** – Mr. Ted Mosteller reported that all hangars are full and the industrial park access road is being upgraded. Mr. Mosteller stated that a runway rehabilitation and airfield lighting project are both expected to be completed in the next year.
- **Defuniak Springs Municipal Airport** – Mr. Ryan Adams stated that Jet A fuel sales are up 100% over last year and that a number of businesses are starting operations at the airport. He reported that they are planning to construct an access road to the new terminal by 2020. Mr. Adams noted that they are set to

begin an Environmental Assessment (EA) for a planned extension of the primary runway.

- **Tallahassee International Airport** – Mr. Chris Curry reported that the Notice to Proceed (NTP) for terminal modernization work was issued last month. The work includes modifications to ticket counters, baggage screening systems and concession areas. Mr. Curry reported that the City recently received an air service development grant in the amount of \$750,000. They are continuing to move forward with work on the new customs facility and the City recently came to an agreement with Uber to officially recognize the service as an authorized ground transportation provider. Mr. Curry reported that a Master Plan Update would begin next month noting that it would include a Sustainability Plan.

4. **Regional Issues**

- **Ride Sharing** – Mr. Chris Curry and Mr. Erik Treudt updated the group on the path taken by the City of Tallahassee to reach an agreement with Uber to become an authorized ground transportation provider. A number of regulations and operating protocols were included in the initial six (6) month agreement and the City will receive a fee of \$2.50 per trip from the airport. Vice-chair Kvech and Mr. Kennedy both reported that they are working to reach similar use agreements at their respective airports.

5. **FDOT Aviation**

- **Aviation and Spaceports Office**
 - **Florida Aviation System Plan (FASP) Update** – Mr. Halley reported that work is underway on the FASP, noting that the first Comprehensive Review Team (CRT) meeting was held in Orlando on August 20th. Representatives from each CFASPP Region attended the meeting and worked to validate the goals and objectives for our aviation system. Performance measures for gauging progress toward the goals and objectives were also discussed. The next meeting of the CRT is expected to take place in early 2016. Mr. Halley advised the committee that an initial data collection survey on the FASP would be released to airport sponsors (via email) in the coming weeks. The survey will request information from airport sponsors on existing elements of airport infrastructure/inventory. Mr. Halley stated that the FDOT aviation activity forecasts are being reviewed and that an update of the Statewide and Regional Overview documents is also underway. Phase 1 of the project is expected to conclude in early 2016.
 - **Florida Transportation Plan (FTP) / Strategic Intermodal System (SIS) Plan Updates** – Mr. Halley briefly updated the group on the progress of the FTP/SIS Update, noting that the Regional Workshops were completed in early September. The project is now in the recommendation/draft review phase and adoption of the final versions is still expected in December. Additional information on the plans is available online at www.FloridaTransportationPlan.com.
 - **FDOT Airport Sustainability Guidebook** – Mr. Halley advised the group that the FDOT Aviation and Spaceports Office (ASO) had started work on the *Airport Sustainability Guidebook* to assist airports with the

development and implementation of sustainable initiatives. The project is expected to progress in two (2) phases over the next 12-14 months. Mr. Halley provided a brief presentation on sustainability. He explained that sustainable initiatives are not limited to the environmental area and commonly crossover to the economic, social, and administrative aspects of airport management. Mr. Halley then introduced Mr. Zach DeVeau from Kimley-Horn & Associates. Mr. DeVeau led a discussion among the committee members on the elements of existing or contemplated sustainability initiatives at their airports. Following Mr. DeVeau's presentation, Mr. Halley concluded by inviting participants interested in being part of the project Working Group to contact him at the ASO. The Working Group is expected to meet a handful of times (via teleconference) over the duration of the project.

- **FDOT Airport Disaster Preparedness** – Mr. Halley updated the group on a number of disaster assistance tools/resources available to airport sponsors under the Disaster Preparedness tab in the Florida Aviation Database (FAD). He stated that a representative of the Southeast Airport Disaster Operations Group (SEADOG) would be attending the next round of regional CFASPP meetings to provide additional updates and information on the program to committee members.
- **FDOT Guidebook for Airport Master Planning** – Mr. Halley reported that this project is still on track for completion in May of 2016. The next meeting of the Working Group for the project is scheduled for October 7, 2015. Participants with questions on this project are invited to contact Mr. Todd Cox, Aviation Program Development Manager at the FDOT Aviation and Spaceports Office. Email: Todd.Cox@dot.state.fl.us
- **FDOT Annual Awards** – Mr. Halley advised the group that nominations for the annual FDOT aviation awards are being accepted at anytime until May 31, 2016. He encouraged the airport sponsors and consultants to nominate those individuals and projects worthy of recognition.
- **FDOT Sponsored Training**
 - a. **Airport Leadership Development Courses (ALDC 101 and 201)** – Mr. Halley reported that the final ALDC 101 course of the year was held at USF in Tampa last month. Additional courses are anticipated in 2016. Information on specific dates and times will be communicated to CFASPP participants when it becomes available.
 - b. **Pavement Inspection and Repair Training** – Mr. Halley reported that the next pavement inspection and repair training course dates are approaching. The first offering will be held from September 28th to October 1st. The second session will be held from October 19th to October 22nd. Both sessions will be held in Orlando at the FDOT District 5 Urban Office (classroom portion) and Executive Airport (field work). Participants with questions on pavement training opportunities are invited to contact Dr. Abdul Hatim, FDOT Aviation Engineering Manager, at the ASO – Email: Abdul.Hatim@dot.state.fl.us
- **Florida Aviation Project Handbook – FY2017** – Mr. Halley advised that FDOT intends to update this document on an as needed basis going forward as opposed to a scheduled reprint of the same material. He

invited the airport sponsors to review the existing document and provide him with any ideas/topics that need to be added (or deleted) from the handbook.

- **Aviation Project Requirements**
 - a. **FDOT Procedure 375-030-006-c, Conflict of Interest for Department Contracts** – Mr. Halley reviewed this recently-adopted procedure, noting that it prohibits the same firm from providing both design and CEI (RPR) services on projects funded by FDOT. The FDOT Office of General Counsel is drafting language to update applicable sections of the Joint Participation Agreement (JPA) to align with this new procedure. He explained that the procedure would not be enforced retroactively. The requirements of the procedure would apply to all projects executed under future JPAs that contain the updated language from the Office of General Counsel. A formal communication to airport sponsors on the implementation of this procedure is expected to come from the district offices in the near future. Mr. McClellan noted that this issue had been brought up in the past. He encouraged the FDOT to consider a financial threshold for the application of this procedure. Prior to conclusion of the discussion, Mr. McClellan asked the committee members if it might be appropriate to issue an official letter of objection from the Northwest Florida Region CFASPP Steering Committee. No action was taken on this suggestions. Following the meeting, the Administrator coordinated with Chair Tracy Stage and Mr. McClellan. It was determined that the CFASPP Statewide Steering Committee would address the issue and development of a letter of objection from the Northwest committee was not required.
 - b. **Chapter 255.0991 F.S. – Local Preference Laws** – Mr. Halley reviewed this statute, which prohibits the use of local preference in the competitive selection process for contracts where more than 50% of the project cost is provided by state appropriated funding. The statute took effect on July 1, 2015. Additional information on this topic will be communicated to airport sponsors from the district offices. The JPA will *not* be updated to reflect this, as it is a statutory requirement, not an FDOT policy.
- **FDOT District 3** – Mr. Scott Walters had no comments for the group.

6. **FAA Comment / Announcements** – The Administrator reported that the FAA/Sponsor Workshop scheduled for October 27, 2015 in Orlando had been cancelled.
7. **DoD Comments** – Vice-chair Kvech mentioned the passing of Mr. Don Roswell who was a long term CFASPP representative from Eglin AFB. Mr. Jim Roncaglione of Tyndall AFB advised the committee members that he is available to educate local pilots on military airspace and how to operate safely within it. Mr. Roncaglione briefly mentioned a few educational tools that are available for operators of Unmanned Aircraft

Systems (UAS). Noting the danger to both civilian and military aircraft, he reiterated the need for a state law to address the operation of these vehicles.

8. **Old Business**

- **Funding for Exit Lane Technology Projects** – Mr. McClellan reported that there has been no change in the status of this issue at the federal level.

9. **New Business** – None.

10. **Time & Place of Next Meeting** – The Administrator stated that the next meeting of the Northwest Florida Region Steering Committee is scheduled for March 3, 2016. After a brief discussion, the committee decided that the meeting would be held at the Destin-Fort Walton Beach Airport on that date beginning at 10:00 a.m. (CST)

11. **Adjournment** – Hearing no further business for the committee to consider, Vice-chair Kvech adjourned the meeting at 11:44 a.m.