

**Meeting Minutes
NORTHWEST FLORIDA REGION
CFASPP STEERING COMMITTEE MEETING
October 6, 2016
Tallahassee International Airport**

1. **Call to Order/Introductions** – Chair Andrea Kvech appointed Mr. Erik Treudt to chair the meeting in her absence. Mr. Treudt called the meeting to order at 11:04 a.m. and asked everyone in attendance to introduce themselves.

<u>Name</u>	<u>Representing</u>
Ryan Adams	DeFuniak Springs Municipal Airport
Ted Mosteller*	Apalachicola Regional – Cleve Randolph Field
Parker McClellan*	Northwest Florida Beaches International Airport
Chris Curry	Tallahassee International Airport
David Pollard	Tallahassee International Airport
Erik Treudt	Tallahassee International Airport
Patrick Kennedy*	Okaloosa County Airports

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Greg Kesler*	USAF
Kelly Taffey	RS&H, Inc.
Zach DeVeau	Kimley-Horn & Associates
Harry Downing	CDM Smith, Inc.
Tim Hester	CDM Smith, Inc.
Lee Lewis	AVCON, Inc.
Philip Deal	FDOT District 3
Andy Keith	FDOT Aviation Development Administrator
Mike McClure	FDOT Environmental and Freight Manager
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
Pensacola International Airport	Calhoun County Airport
Quincy Municipal Airport	Carrabelle-Thompson

2. **Approve Last Minutes** – Mr. Treudt asked for a motion to approve the last meeting minutes. Mr. Ryan Adams made a motion to approve that was seconded by Mr. Parker McClellan and passed by a unanimous vote of the members present.

3. **Airport Updates/Roundtable**

- **Northwest Florida Beaches International Airport** – Mr. Parker McClellan reported that they are busy monitoring the path of Hurricane Matthew. He added that work continues on the Secure Exit Lane project and on FEMA funded repair work from a storm in 2014.
- **Destin Executive Airport** – Mr. Patrick Kennedy reported that construction on the new air traffic control tower is expected to be complete on November 23, 2016.
- **Destin-Fort Walton Beach Airport (Eglin AFB)** – Mr. Kennedy reported that the installation of the new baggage system is approaching completion. He added that the foundation for the new joint ARFF facility is down with final completion expected in May 2017. Mr. Kennedy reported that Allegiant Air would be starting nonstop service to Las Vegas and that Uber had started service at the airport on October 1, 2016.
- **Bob Sikes Airport** – Mr. Kennedy reported that the annual fly-in would be held on October 8, 2016.
- **Apalachicola Regional Airport – Cleve Randolph Field** – Mr. Ted Mosteller reported that things are going well in Apalachicola. He noted that they were currently hosting a number of aircraft that had been relocated from airports in the path of Hurricane Matthew.
- **DeFuniak Springs Municipal Airport** – Mr. Adams reported that fuel sales are up and things are going well. He mentioned that the city had recently purchased a new Jet-A fuel truck. Mr. Adams reported that they would be awarding a contract for obstruction clearing in the coming weeks. He added that they are in the design phase of a project to bury power lines near the airport.
- **Tallahassee International Airport** – Mr. David Pollard reported that the new baggage handling system is in operation. They are in the process of replacing both airline ticket and rental car counters. They have installed new Information Display Systems and new tile flooring. Mr. Pollard reported that the TSA precheck program would be coming to the airport. He reported that a number of fire alarm and other life safety upgrades have been completed. The city had commissioned a Foreign Trade Zone (FTZ) study. The results were positive and work on an FTZ designation is now underway. Mr. Pollard reported that the design of new FIS station is also underway. He stated that a new consolidated rental car facility and upgrades to the airport entrance road were the next large projects in line for completion. Mr. Pollard reported that a Master Plan Update is underway noting that it will include a chapter on sustainability.

4. **Regional Issues**

- **Electric Vehicle Funding** – Mr. Treudt briefed the group on a program that may support the purchased of electric vehicles at airports. The program would be funded in part by the Volkswagen environmental settlement. Mr. Halley added that the governor still needs to select a “lead” agency to manage the funds. It’s not clear at this point which state agency that would be.

5. **FDOT Aviation**

- **Aviation and Spaceports Office (ASO)** – Mr. Halley briefed the committee on the following statewide projects underway at ASO:

- 1. Florida Aviation System Plan (FASP)**

ASO Contact Person: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us

The FASP is undergoing a comprehensive update in 2 phases. Phase I was completed in April of 2016. ASO is currently in a transitional project, reviewing Phase I results and deliverables, assessing future needs, and finalizing the scope of work for Phase II, which should be executed in October. Final FASP products will be completed between April and July of 2017. There was a webinar meeting of the Comprehensive Review Team (CRT) in early August and the CRT will have an in-person meeting at the District 5 Urban Office in Orlando on December 6, 2016, at 9:00 a.m.

Some key items included in the FASP Phase 2 effort include updates to the CFASPP website, continued data collection, the identification of future system needs, the analysis of alternative scenarios that may impact aviation in Florida, recommendations on facilities, services, and infrastructure throughout the state as well as policy and procedural recommendations, and continuous coordination and meetings with stakeholders such as CFASPP members and participants, MPO/RPC/TPO staff, FAA, and FDOT. Final products will include a technical report, a long and short version of an executive summary, CFASPP regional brochures, four audience-specific primers, a series of short videos that will communicate the benefits and role of aviation in Florida, and the development of a Geographic Information System.

Mr. Pollard suggested that generators and other types of emergency equipment be considered as important “needs” for our airport system. He stated that backup power is key to an airport getting back up and running and this type of investment is warranted given the importance of airports to the state infrastructure and economy.

- 2. Florida Transportation Plan (FTP)**

ASO Contact Person: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us

An update to the FTP was conducted in 2015, with final versions of both the Policy and Vision Elements being released. FDOT's Office of Policy Planning is currently working on the implementation of the FTP. Implementation focusses on five emphasis areas: innovation, collaboration, customer service, research/data/performance measurement, and strategic investments. Additionally, the FTP is being developed and implemented to be aligned with other statewide plans and vice versa. FDOT held a performance summit via webinar in May of 2016 and an updated Performance Report will be released in early 2017. For more information on the FTP, including copies of the plan, presentations from previous stakeholder workshops, and outreach and educational materials, please visit www.floridatransportationplan.com

3. Strategic Intermodal System (SIS)

ASO Project Manager: Mr. Mike McClure, Aviation Environmental & Freight Manager, (850) 414-4506, Mike.McClure@dot.state.fl.us

In preparation for the SIS Modal Project Selection that was scheduled for the week of September 19, 2016, ASO reviewed and prioritized SIS funding requests for 13 projects from 8 SIS airports. The 13 requests are for over \$69 million in SIS funding for the period FY2018 - FY2022.

The SIS Program Office has not yet provided information regarding possible changes to SIS facility designation or SIS project eligibility criteria. An internal meeting to discuss the implementation plan and potential changes to designation criteria and project prioritization and selection was held on September 22, 2016.

4. Economic Impact Study Update

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

In 2000, FDOT released their first economic impact study for airports as part of the Florida Aviation System Plan (FASP). Based on the success of the economic impact component at that time and the changing economic conditions in Florida, a standalone study was completed in 2010 and updated in 2014. An update to the Statewide Aviation Economic Impact Study is being completed to provide the latest available information on the impact of the State's aviation industry on Florida's economy as well as to make strategic planning and funding decisions. This information will be reported based on statewide impacts and for the individual public use airports. In addition, the economic impacts will also be reported by the FDOT Districts and, to be consistent with the current FASP development, a crosswalk will be provided to CFASPP and the Florida Economic Development Council (FEDC) regions. This Study will focus on factors that impact aviation economic activity such as employment, industry trends, air freight, and population. In addition, the overall role of aviation in supporting the state's economy will be reported at the statewide, regional, and local levels. To discuss some of the very unique aspects of Florida's aviation role in the State's economy, case studies will be developed. These will include both commercial service and general aviation examples. Jobs, payroll, and economic activity will be calculated for each public use airport in this study. Based on the analysis of this study, the direct, indirect, and induced impacts will be developed resulting in the total economic impacts for aviation in the Florida. Included in this study will be an Economic Impact Communication Toolkit that can be used to assist airports and airport sponsors with communicating the results of the study related to their facilities.

5. Airport Sustainability Guidebook

ASO Project Manager: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us

In late 2015, FDOT initiated the Airport Sustainability Guidebook. The first phase (outreach/research) was completed in February. Phase 2 (Guidebook development) was initiated in early 2016 and the final Guidebook is expected

to be completed and distributed in late 2016. The project team has met with almost 20 airports, from GA airports to large hub commercial service airports. Additionally, the team has met with numerous non-aviation stakeholders to gain additional information and incorporate sustainability resources not necessarily of initial consideration for those in the airport industry.

6. Air Service Study

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

An update to the 2014 Air Service Study is currently underway. This update will reflect the most current data regarding air service in Florida and will include comparisons from what was provided in past reports and provide additional analysis and quantifiable information about how Florida ranks in terms of international and domestic air service, as well as nationally and globally. Additionally, the project will examine international, national, and Florida specific trends and conditions in aviation and how these trends may possibly affect Florida's airports' air service. Phase 1 of the project was completed at the end of August and Phase 2 has been initiated. The entire project is tentatively scheduled to be completed sometime in the spring of 2017. The current Air Service Study can be found at http://www.dot.state.fl.us/aviation/fas_studies.shtm.

7. Air Cargo Study

ASO Project Manager: Mr. Mike McClure, Aviation Environmental & Freight Manager, (850) 414-4506, Mike.McClure@dot.state.fl.us

The 2013 Air Cargo Study is being updated. The update will examine the industry trends, analyze the capacity of Florida's air freight system, update the state's air cargo forecasts, and develop air cargo findings and recommendations. Both domestic and international trends will also be considered, with particular focus on Florida's role as a gateway to Latin America and any new routes from Florida's airports to Europe and Asia. Phase 1 of the project is nearly complete with Phase 2 expected to start sometime in late 2016. The update should be complete by mid-2017. The current Air Cargo Study can be found at <http://www.dot.state.fl.us/aviation/cargo.shtm>.

8. Chapter 333, F.S., and Airport Zoning Data Inventory

Mr. Greg Jones, Airspace and Land Use Manager, (850) 414-4502, Greg.Jones@dot.state.fl.us

Chapter 333, Florida Statutes (F.S. 333), Airport Zoning, was amended during the 2016 Legislative Session by House Bill (HB) 7061. HB 7061 revises and repeals certain sections of F.S. 333 which will require modification of existing Airport Zoning Regulations previously adopted by local political subdivisions. HB 7061 became effective July 1, 2016, and provides that "any airport zoning regulations in effect on July 1, 2016, which includes provisions in conflict with this chapter shall be amended to conform to the requirements of this chapter by July 1, 2017." The Department takes the position that although HB 7061 became effective July 1, 2016, Airport Zoning Regulations that comply fully

with F.S. 333 (pre-July 1, 2016) remain in effect until July 1, 2017, or when revised by the political subdivision to comply fully with the amended F.S. 333, whichever occurs first. The Department has developed a PowerPoint presentation to reflect the changes to F.S. 333 and the impact on the airport zoning process. The presentation and a copy of HB 7061 are posted to the Documents and Publications section of the ASO website. ASO will be hosting 3 webinars to provide guidance on the update to Chapter 333, F.S.: October 4th, 12th, and 20th. Times and registration links are available on the ASO website.

9. Operations Counts at Non-Towered Airports

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

Today, there are very limited flight operations data being collected at Florida's 82 non-towered airports. Previous work has been completed on this subject at a national level. The Transportation Research Board ACRP Report 129 provides national guidance on evaluating methods for counting aircraft operations at non-towered airports. However, based on the unique requirements at Florida airports and based on the magnitude of aviation activity and the number of general aviation airports here, ASO has developed this project to document the technology and equipment options as well as to establish a generally-accepted methodology for collecting this information. This project will examine the techniques and technologies that can be employed here in Florida and how these can be shared, procured, or provided. In addition, various methodologies will be compared and analyzed in the Florida context. Testing and sampling methods will also be examined and discussed. These findings will be documented in a final report that will be used by the ASO and Florida's airports to better prepare operations counts.

10. Statewide Aviation Pavement Management Program (SAPMP)

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us

The purpose of the SAPMP is to provide the necessary data to prioritize maintenance and rehabilitation, determine maintenance scheduling, perform material evaluations and support design considerations. Phase 1 was recently initiated – 48 airports will undergo inspection in 2016. For more information, please visit

<http://www.dot.state.fl.us/aviation/pavementManagement.shtm>.

11. Statewide Airfield Pavement Classification Number (PCN) Program

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us

This project will be conducted in four (4) phases over a 3-year period and includes the physical inspection of all paved runways at participating airports to determine the PCN as prescribed in FAA AC 150/5335-5C, Standardized Method of Reporting Airport Pavement Strength (PCN). The 31 Phase 2a inspections were completed in August of 2015 and the reports have been

finalized. Phase 2b was recently initiated and will involve another 31 airports to be inspected this year.

12. Identification and Remediation of Karst Features

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us

Many areas of Florida are comprised of potential karst features. There have been isolated incidents where this has been an issue at airports during the construction of airport facilities. There are testing methods that can be used to identify these areas prior to engineering design or construction. Geophysical testing includes the use of the following:

- Ground Penetrating Radar (GPR)
- Electrical Resistivity Imaging (ERI)
- Multi-channel Shear Wave (MCSW)
- Gravimetric (Gravity)

These testing methods are used in combination with each other in some cases. Once areas are identified, there are methods for addressing them using qualified contractors. CEI (Construction Engineering and Inspection) is an important factor in that these types of projects require a very specialized and qualified CEI contractor. This type of geophysical investigation is most commonly used in areas of new construction. There may be liability considerations if these testing methods are used on existing facilities such as runways, taxiways, or aprons. Repair costs can range widely based on the size and quantity of karst features.

13. ASO Annual Awards Program

Mr. Fred Karuga, Aviation Communications Manager, (850) 414-4512, Fred.Karuga@dot.state.fl.us

FDOT aviation awards are accepted at any time until May 31st of each year. Airport sponsors and consultants are encouraged to nominate those individuals and projects worthy of recognition. ASO is expecting a number of nominations in each category this year. The result will be a competitive selection process that identifies the most worthy projects and individuals. Information on the award categories and procedures for submitting nominations can be found at <http://www.dot.state.fl.us/aviation/aviationawards.shtm>.

Nominations for 2017 are currently being accepted. All nominations must be received by ASO no later than May 31, 2017, to be considered.

14. Florida Aviation Project Handbook

ASO Project Manager: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us

FDOT recently updated the Florida Aviation Project Handbook which can be downloaded at the link below. There are some new sections in the Handbook, including:

- JPA compliance and project-specific considerations (CCNA, reporting/compliance/certification requirements, invoicing, etc.)
- Special appropriations
- Grant assurances
- Program timelines
- More detailed discussion on work program development, scheduling (5-year work program, new 5th year, etc.), coordination with Districts, changes to the adopted work program, etc.
- An airport-specific list of key FDOT and FAA staff contacts

We are no longer printing copies of the Handbook. As such, if there is any guidance or clarification you would like added, please let Mr. Halley know and ASO can update it fairly quickly. As updates are made, Mr. Halley will send out an email advising of the update as well as summarizing the changes.

The current Handbook can be found at

<http://www.florida-aviation-database.com/library/filedownload.aspx?guid=05dfcf20-af9d-4cec-a6a1-c67b89bb5745>.

15. Florida Aviation Professionals Academy

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

This is a new project that has recently started. The Florida Aviation Professionals Academy (FAPA) will provide relevant academic and technical knowledge to airport sponsors, FDOT personnel, and other aviation professionals regarding FDOT's aviation processes, policies, and operations. The project will look at appropriate content delivery methods for the course as well as earning educational credit for attending the course. One of the items that will also be considered for the future is a condensed version of the course that elected officials, MPOs, or other professionals could attend to learn about FDOT Aviation. The Project is scheduled to be completed by June of 2017.

16. Statewide Aviation Pavement Management Training

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us

To assist Florida's airports to comply with the Public Law 103-305 and other requirements from the Federal Aviation Administration (FAA), this project includes providing pavement inspection/evaluation training using Pavement Condition Index (PCI) methodology and airfield distress repair training with regard to daily, monthly, and annual pavement inspections to assist airport sponsors in conducting basic repair on the pavement at their airports. Two courses will be held in 2016:

Training Location:

Classroom Training at FDOT District 5 Urban Office at 133 South Semoran Blvd. Orlando, Florida 32807

Field Inspection and Distress Repair Training at Orlando Executive Airport, 365 Rickenbacker Dr. Orlando, FL 32803

Training Schedule:

Session 1 - October 17 - October 20, 2016

Session 2 – November 14 - November 17, 2016

The sessions will be grouped to run two (2) modules consecutively. Each grouped session will consist of one, two (2) day module for pavement inspection (one day in the classroom and one day in the field) and one, two (2) day module for pavement repair (one day in the classroom and one day in the field), with a total of four (4) days per grouped session. Participants may register for just one or both modules.

17. JACIP/JPM Computer Based Training

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

The purpose of this project is to develop an online computer-based training course to train airport staff, FDOT, and the FAA in the use of the JACIP and JPM. The module that is currently under development will allow users to take training at their own pace as well as have the ability to select specific refresher training. The project commenced in February and is scheduled to be completed in December of 2016.

18. Disaster Preparedness

Mr. Dave Roberts, Aviation Operations Administrator, (850) 414-4507, David.Roberts@dot.state.fl.us

In light of recent weather events that have impacted Florida, ASO would like to remind airports that updating your airport information in the Florida Aviation Database (FAD) Disaster Preparedness tab is an important step in ensuring our ability to respond to disasters and assist in the recovery efforts post-emergency. The information airports provide is invaluable. Please continue to provide updates as long as the situation allows. Airport status and fuel availability continue to be key items. Specifically, please provide gallons available. Any other pertinent information is also appreciated. The information you provide is shared in real-time with the State Emergency Operations Center (SEOC) in Tallahassee as well as all County EOC's via GATOR, <http://map.floridadisaster.org/gator/map.html>.

The Disaster Preparedness tab includes:

- Status (open/commercial service suspended/emergency operations only/closed)
- Comments
- Fuel Availability
- Shared Resources

David Roberts, FDOT Aviation Operations Administrator, and his staff will continue to provide information and request updates regularly during an emergency or disaster. They may need to reach out to you or a member of your staff for mission critical information. Should you experience any unmet needs or require assistance, please contact us. Email is preferable since we are able to receive email on several devices.

FDOT Aviation and Spaceports Office Disaster Preparedness and Response Contacts:

- Dave Roberts, Aviation Operations Administrator, (850) 414-4507, David.Roberts@dot.state.fl.us
- Alice Lammert, Private Airport and Finance Manager, (850) 414-4503, Alice.Lammert@dot.state.fl.us
- Greg Jones, Airspace and Land Use Manager, (850) 414-4502, Greg.Jones@dot.state.fl.us

- **FDOT District 3** – Mr. Philip Deal reminded the airport sponsors to check/update their JACIP as programming for the new 5th year would be commencing soon.

6. **FAA Comment / Announcements** – Mr. Halley reported that he had received an update for the group from FAA Orlando ADO Assistant Manager, Ms. Rebecca Henry. Reading from her update, he noted that the 2016 grant cycle is complete (\$179 million grants disbursed to Florida airports) and that the FAA is still working under a continuing resolution. Mr. Halley advised the group that FAA pre-applications are due by November 30, 2016, and that JACIP updates should be completed by December 31, 2016.

7. **DoD Comments**

- **Eglin AFB** – No comments.

8. **Old Business** – None.

9. **New Business**

- **FAA AC 150/5200-30D, Airport Field Condition Assessments and Winter Operations Safety (Wet Runway NOTAMS)** – The Administrator reported that this item had been discussed at a number of the previous regional committee meetings. Airport sponsors expressed concerns about the reporting requirements outlined in the AC from both a logistical and liability standpoint. However, the FAA recently determined that if water was the only runway contaminant, the reporting requirements no longer applied, thus removing the significant logistical and human resource impacts to Florida's airports as a result of this Advisory Circular.

10. **Time & Place of Next Meeting** – The Administrator stated that the next meeting of the Northwest Florida Region Steering Committee is scheduled for March 9, 2017. After a brief discussion, the committee decided that the meeting would be held at the Northwest Florida Beaches International Airport on that date beginning at 10:00 a.m. (CST).

11. **Adjournment** – Hearing no further business for the committee to consider, Mr. Treudt adjourned the meeting at 12:26 p.m.