

**Meeting Minutes**  
**NORTHWEST FLORIDA REGION**  
**CFASPP STEERING COMMITTEE MEETING**  
**March 9, 2017**  
**Northwest Florida Beaches International Airport**

1. **Call to Order/Introductions** – Chair Andrea Kvech called the meeting to order at 10:08 a.m. and asked everyone in attendance to introduce themselves.

<b><u>Name</u></b>	<b><u>Representing</u></b>
Andrea Kvech, Chair	Pensacola International Airport
Richard McConnell, Vice-chair	Northwest Florida Beaches Intl. Airport
Parker McClellan	Northwest Florida Beaches Intl. Airport
Tracy Stage	Okaloosa County Airports
Mike Stenson	Okaloosa County Airports
Chad Rogers	Okaloosa County Airports
Thomas Vergo*	Tallahassee International Airport
Erik Treudt*	Tallahassee International Airport
Tim Sullivan	Carrabelle-Thompson Airport
Ted Mosteller*	Apalachicola Regional – Cleve Randolph Field

In addition, the following people were in attendance:

<b><u>Name</u></b>	<b><u>Representing</u></b>
Jim Smith	ACRP
Nick Harwell	FSU
Zach DeVeau	Kimley-Horn & Associates
Brad Went	RS&H, Inc.
John Collins	AVCON, Inc.
Lee Lewis	AVCON, Inc.
Mark Kistler	Michael Baker Intl.
Doug Hambrecht	ICE, Inc.
Katherine Preston	HMMH, Inc.
Scott Walters	FDOT District 3
Quinton Williams	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	Calhoun County Airport
DeFuniak Springs Municipal Airport	

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

3. **Airport Updates/Roundtable**

- **Northwest Florida Beaches International Airport** – Vice-chair Richard McConnell reported that two (2) new jet bridges are being installed along with new carpet in the gate areas. He stated that traffic numbers are good and that a number of businesses are considering relocation to or expansion of their facilities at the airport. This expansion would include a new aerospace company that would bring approximately 170 new jobs to the area.
- **Pensacola International Airport** – Chair Kvech reported that the cargo expansion project is at the 90% stage with completion expected in May. Construction of the new MRO facility is underway. The city is planning to purchase another five (5) homes as part of the noise program. The Master Plan update is underway with the airport inventory portion of the project now completed. Chair Kvech mentioned that Southwest is adding additional service at the airport.
- **Okaloosa County Airports** – Mr. Tracy Stage reported that the new air traffic control tower at the Destin Executive Airport was expected to be operational soon. Mr. Stage stated that air service continues to grow at VPS with six (6) airlines now providing service to 25 cities. He mentioned that the new ARFF facility at the Destin-Fort Walton Beach Airport is under construction. He mentioned that the Okaloosa County Sheriff's Department would be providing public safety services for the county airports going forward. Mr. Stage introduced Mr. Chad Rogers as the new General Aviation Airports Manager for Okaloosa County.
- **Carrabelle-Thompson Airport** – Mr. Tim Sullivan reported that the city is working with the FAA to gain entry into the NPIAS. He mentioned that demand is strong and more space is needed for hangars and other aviation facilities.
- **Apalachicola Regional Airport – Cleve Randolph Field** – Mr. Ted Mosteller reported an airfield lighting project is underway and that the FBO lease was being advertised. He mentioned that the airport would be re-marked this year and that work on a drainage improvement project is in the design stage.
- **Tallahassee International Airport** – Mr. Erik Treudt reported that they are completing improvements to the security checkpoint including the addition of a TSA Precheck lane. The Master Plan Update is in the final stages of development. Enplanements are up this year and the city is working to secure additional air service.

4. **Regional Issues** – None.

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](mailto:Jim.Halley@dot.state.fl.us)

The purpose of the FASP is to analyze Florida's system of airports collectively (statewide and by FDOT District/CFASPP Region) in order to understand the relationships of these facilities and surrounding demographics in comparison to the current and future needs of the users of the system. This understanding aids FDOT in implementing strategic plans, policies, and priorities that enhance the Florida aviation system.

The FASP is undergoing a comprehensive update in 2 phases. Phase 1 was completed in April of 2016. ASO is currently in Phase 2 which involves the alternatives analysis, identification of system requirements and recommendations, and the development of final products such as the technical report, executive summary, and audience-specific primers. Final FASP products will be completed between April and July of 2017. There was a webinar meeting of the Comprehensive Review Team (CRT) in March of 2017 and the CRT will have an in-person meeting at the District 5 Urban Office in Orlando on April 11, 2017, 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. The current version of the FASP can be found at [http://www.dot.state.fl.us/aviation/FASP\\_details.shtm](http://www.dot.state.fl.us/aviation/FASP_details.shtm).

## 2. **Florida Transportation Plan (FTP)**

ASO Contact Person: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, [Jim.Halley@dot.state.fl.us](mailto: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 focuses 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 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](http://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](mailto: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 were 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](mailto:Todd.Cox@dot.state.fl.us)

An update to the 2014 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. 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. 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](mailto: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 II (Guidebook development) was initiated in early 2016 and the final Guidebook is expected to be completed and distributed in 2017. 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](mailto:Todd.Cox@dot.state.fl.us)

Phase 2 of the Air Service Study update is currently underway and is scheduled to be complete by June 30, 2017. 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. The current Air Service Study can be found at [http://www.dot.state.fl.us/aviation/fas\\_studies.shtm](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](mailto:Mike.McClure@dot.state.fl.us)

The 2013 Air Cargo Study is being updated to examine the industry trends, analyze the capacity of Florida's air freight system and update the state's air cargo historical statistics and forecasts. 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 was completed Fall 2016 and the final study will be completed, and made available electronically (PDF), by April 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](mailto: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 several resource documents to reflect the changes to F.S. 333 and the impact on the airport zoning process, including the following: copies of the former Chapter 333 and the current (amended) Chapter 333, a copy of HB 7061 which amends Chapter 333, a PowerPoint presentation on the amended sections of Chapter 333, a recording of a webinar presented regarding the PowerPoint presentation, a matrix comparing the language of the old and new Chapter 333, and a checklist of sections of the new Chapter 333 which should be addressed in the revisions to existing airport zoning regulations. Links to these documents are posted to the Documents and Publications section of the ASO website ([www.fdot.gov/aviation](http://www.fdot.gov/aviation)).

**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](mailto:Todd.Cox@dot.state.fl.us)

Phase 1 of this project is currently complete and Phase 2 will be starting in July/August 2017. FDOT has developed this project to document the technology and equipment options as well as to establish a generally-accepted methodology for collecting aircraft operational count information. The project examines 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. Common Traffic Advisory Frequency (CTAF) Congestion at Non-Towered Airports**

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

This issue was raised at the 2016-3 Statewide CFASPP meeting. ASO contacted the non-towered GA airports assigned a CTAF. 62 of the airports are assigned one of the 7 Unicom frequencies and 19 are assigned one of the 2 Multicom frequencies. Several airports responded and follow-up calls were made to fully understand their issues. As a result, 7 airports were identified as good candidates for CTAF change. ASO conducted a thorough study of the CTAF and other aeronautical frequencies within 100 miles of these 7 airports and came up with a recommendation for alternate frequencies the airports may want to consider switching to. 3 airports are in the process of contacting the FCC and the FAA to initiate the CTAF change process. Airport managers will keep each other and the ASO informed of their progress, lessons learned, etc.

**11. Solar Powered Runway Lighting System – Belle Glade Airport Traffic**

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

Belle Glade Airport is installing a solar-powered runway lighting system that is expected to become operational around mid-March 2017. Since this is the first known installation of its type in Florida, the ASO and District 4 are teaming up on a post-installation monitoring project to document and share lessons learned with other airports in Florida. The post-installation monitoring period is expected to last 12-18 months.

**12. Statewide Aviation Pavement Management Program (SAPMP)**

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, [Abdul.Hatim@dot.state.fl.us](mailto: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 and will be complete by September 2017. For more information, please visit

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

**13. Statewide Airfield Pavement Classification Number (PCN) Program**

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

This project will be conducted in three 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. Phase 2b will be completed by March 31, 2017. ASO has requested an FAA grant for Phase 2c.

**14. ASO Annual Awards Program**

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

FDOT aviation awards are accepted at any time until May 31<sup>st</sup> 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 worthiest 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.

**15. Florida Aviation Project Handbook**

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

#### **16. Florida Aviation Professionals Academy**

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, [Todd.Cox@dot.state.fl.us](mailto: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 October 2017.

#### **17. Statewide Aviation Pavement Management Training**

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, [Abdul.Hatim@dot.state.fl.us](mailto: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 and to assist airports in conducting basic repair on the pavement at their airports. Two courses will be held in 2017:

##### **Training Information:**

- 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: To be announced (Fall of 2017)

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.



**18. JACIP/JPM Computer Based Training**

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, [Todd.Cox@dot.state.fl.us](mailto: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. This project is complete and airport personnel that have access to the Florida Aviation Database can access this training.

**19. State Infrastructure Bank (SIB) Annual Cycle**

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

The annual SIB funding cycle recently began. The SIB is a revolving loan and credit enhancement program to support projects with a direct link between mobility and economic growth. Applicants are reminded that this is a loan program, not a grant. Selection criteria for the SIB Program includes creditworthiness, amount of the loan, repayment terms, projects details, and other information to be considered.

The timeline for the current SIB cycle is as follows:

- Letters of interest: February 1 to April 28, 2017 (a letter of interest is required in order to be considered)
- Open for invited applications: June 1 to July 14, 2017
- Loan negotiations commence: October/November of 2017

For more information: Jennifer G. Weeks, State Infrastructure Bank Program Manager, (850) 414-4459, [jenniferg.weeks@dot.state.fl.us](mailto:jenniferg.weeks@dot.state.fl.us).

**20. Strategic Intermodal System (SIS) Funding Cycle**

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

Activities associated with the 2017 cycle for the SIS Modal Project Selection will begin in April 2017. The ASO will send instructions and a project submission template to the District Aviation Coordinators to pass to the SIS airports in their district. The project submission template will ensure all project information required for eligibility verification and project prioritization is received for consideration by the Districts and the ASO. Funding requests for SIS eligible projects for fiscal years 2018 thru 2023 will be accepted for consideration. In preparation for the next SIS funding cycle, please keep the following information in mind:

ASO project selection cycle:

- Notification (April)
- Review (April/May)
- Prepare (April/May)
- Submit (June 1st)
- Prioritize (June)
- Present (July 1st)

- Select (mid-July to August)
- Notification (September)

New ASO project submission format includes:

- Airport contact information
- General project information
- Is the project in the master plan, ALP, and JACIP and is it SIS eligible?
- Project justification and support from other entities
- Total project cost and years for which SIS funds are being requested

Work with your District Aviation Coordinators and your District SIS Coordinators.

- **FDOT District 3** – Mr. Scott Walters introduced Mr. Quinton Williams as the new Aviation Coordinator in FDOT District 3.
6. **FAA Comment / Announcements** – Mr. Halley reported that grant applications are due to the FAA Orlando ADO by June 30, 2017.
  7. **DoD Comments**
    - **Eglin AFB** – No comments.
    - **Tyndall AFB** – No comments.
  8. **Old Business**
    - **FAA AC 150/5200-30D, Airport Field Condition Assessments and Winter Operations Safety (Wet Runway NOTAMS)** – Mr. Halley advised that following the receipt of letters/comments from a number of stakeholders, the FAA had amended the AC to make reporting (NOTAMS) optional when water is the only contaminant on the runway.
    - **Electric Vehicle Funding** – Mr. Halley advised the group that a primary agency for the handling of funding requests in Florida had not yet been identified. He will continue to monitor the issue and advise the committee when any new information is available.
  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 June 22, 2017. 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. (CDT).
  11. **Adjournment** – Hearing no further business for the committee to consider, Chair Kvech adjourned the meeting at 11:29 a.m.