



CFASPP

Continuing Florida Aviation System Planning Process



NORTHWEST FLORIDA REGION

GREG DONOVAN, A.A.E., CHAIR

May 15, 2010

Dear Committee Members, Advisors, and Participants,

Subject: NORTHWEST FLORIDA REGION CFASPP Committee Meeting
Date/Time: Thursday, May 27, 2010 at 10:00 AM (CDT).
Location: Northwest Florida Regional Airport, Terminal Conference Room.

We are once again approaching the midpoint of another year in Florida aviation. Shrinking budgets and ever changing regulatory policies are making it more difficult than ever to plan and implement a solid capital improvement program. I hope that you will make time to attend and participate in the discussions at our next regional meeting as we cover several important topics affecting aviation in Florida.

Our next CFASPP meeting will be held on May 27, 2010 at the Northwest Florida Regional Airport beginning at 10:00 AM (CDT). CFASPP Round 2010-2 will conclude with a Statewide Committee meeting on August 7th at the Tampa Marriott Waterside immediately prior to the FAC Annual Conference. As always, if you have an item that you would like added to the agenda for discussion by the regional committee, please let me know prior to our scheduled meeting date.

If you should have any questions or concerns prior to the meeting, please feel free to let me know or you may contact Dan Afghani, CFASPP Administrator via e-mail at CFASPP@aol.com. As always, information on meeting times, locations and on-going FDOT projects is available for your review on the internet at www.cfaspp.com.

Sincerely,

Greg Donovan

Greg Donovan, A.A.E., Chair
Northwest Florida Region

CFASPP

www.cfaspp.com

AGENDA

**NORTHWEST FLORIDA REGION
CFASPP STEERING COMMITTEE MEETING
Northwest Florida Regional Airport – Terminal Conference Room
1701 State Road 85 North, Eglin AFB, FL 32542
May 27, 2010, 10:00 AM (CDT)**

1. **Call to Order / Introductions** CHAIR
2. **Approve Last Minutes** CHAIR
3. **Airport Updates/Roundtable**..... CHAIR
4. **Regional Issues/Concerns**..... CHAIR
5. **FDOT Aviation**.....FDOT
 - Aviation Office
 - Aviation Program Funding FY 11
 - 2060 FTP Brief/Workshops
 - Airport Compatible Land Use Study
 - Airport Master Plan Guidebook
 - Statewide & Regional Overviews
 - Economic Impact Study
 - FDOT District Announcements
6. **FAA Announcements** FAA
7. **MPO Comments**..... MPO
8. **DoD Comments**..... MILITARY REPRESENTATIVES
 - Eglin AFB
 - Tyndall AFB
 - Training Air Wings FIVE and SIX
9. **Old Business**..... CHAIR/FDOT
 - Action Items from Last Meeting
 - Gulf Region Airspace Strategic Initiative (GRASI)
 - FAA Approach Elimination Program
10. **New Business** CHAIR
 - Agenda Items for Next Meeting
 - Regional By-Laws Review
11. **Time & Place Next Meeting**..... CHAIR
12. **Adjournment** CHAIR

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May 15, 2010

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*CFASPP Statewide Chairperson

May 15, 2010

**CFASPP ROUND 2010-2
STEERING COMMITTEE
MEETING SCHEDULE**

<u>Committee</u>	<u>Region</u>	<u>Time</u>	<u>Place</u>
Northeast	3	May 25, 1:30 PM Tuesday	Craig Municipal Airport JAA Conference Room
North Central	2	May 26, 10:00 AM Wednesday	Lake City Municipal Airport Terminal/FBO Building
Northwest	1	May 27, 10:00 AM (CDT) Thursday	Northwest Florida Regional Airport Terminal Conference Room
Southeast	9	June 1, 10:00 AM Tuesday	Fort Lauderdale Executive Airport Administration Conference Room
East Central	4	June 2, 10:00 AM Wednesday	Flagler County Chamber of Commerce Conference Room
Treasure Coast	8	June 3, 11:00 AM Thursday	Martin County Airport –Witham Field Maintenance Building
Southwest	7	June 8, 12:00 PM Tuesday	Southwest Florida International Airport Wright Brothers Conference Room
Central	6	June 9, 10:00 AM Wednesday	Lakeland Linder Regional Airport Terminal Conference Room
West Central	5	June 10, 11:00 AM Thursday	St. Petersburg-Clearwater Intl. Airport Terminal Conference Room

Participants are invited to send ideas for meeting agenda items to their Regional Chairperson and/or Mr. Erik Treudt at erik.treudt@dot.state.fl.us.

Round 2010-2 Statewide CFASPP Meeting is planned for Saturday, August 7, 2010 at the Tampa Marriott Waterside beginning at 1 PM. See www.cfaspp.com for additional information.

Meeting Minutes
NORTHWEST FLORIDA REGION
CFASPP STEERING COMMITTEE MEETING
March 4, 2010, 11:00 AM
Pensacola Regional Airport

1. **Call To Order / Introductions** – Chair Greg Donovan called the meeting to order at 11:05 a.m. and asked all in attendance to introduce themselves.

<u>Name</u>	<u>Representing</u>
Greg Donovan, Chair	Okaloosa County Airports
Tracy Stage	Okaloosa County Airports
Scott Musser	Okaloosa County Airports
Melinda Crawford	Pensacola Regional Airport
Pete Bolton	Tallahassee Regional Airport
Maxie Waldorff	Calhoun County Airport
Bob Fleck	Calhoun County Airport
Rick Thornberg*	Wakulla County Airport
Ted Mosteller*	Apalachicola Regional Airport

* Via teleconference

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Don Roswell	Eglin AFB
Steve Bouchard	FAA
Donnie Duce	FDOT District 3
Scott Walters	FDOT District 3
Philip Deal	FDOT District 3
John Collins	AVCON, Inc.
Doug Parton	CAD Concepts
Nick Nesta	CDM, Inc.
Tom Ruprecht	Duratek, Inc.
Barry Stem	Duratek, Inc.
Doug Hambrecht	LPA Group, Inc.
Joe Foster*	WSA, Inc.
Andy Keith	FDOT Aviation Office
Dan Afghani	CFASPP Administrator

Agencies/Organizations Not Represented:

Carrabelle-Thompson Airport	DeFuniak Springs Airport
Marianna Municipal Airport	Panama City-Bay County International. Airport
Peter Prince Field	Quincy Municipal Airport
Tri-County Airport	

2. **Approve Last Minutes** – Chair Donovan asked for a motion to accept the minutes as modified. Mr. Pete Bolton made a motion to accept the minutes and it was passed by a unanimous vote of the committee.
3. **Airport Updates / Roundtable**
 - **Tallahassee Regional Airport** – Mr. Pete Bolton stated that they just completed a new signage project and the installation of two (2) 750KW generators to power the

- building during emergencies. He reported that they are underway with some improvements to the parking lot and they are preparing to receive proposals for the rehabilitation of Runway 09/27 and the extension of Runway 18/36.
- **Calhoun County Airport** – Mr. Maxie Waldorff stated that the long awaited project to pave the runway and access road is finally underway. The runway is currently closed for sixty (60) days to complete this work, but torrential rains have slowed work on the project and they are still a long way from completion. He added that a 24 unit T-hangar project is underway but it is also being hampered by the poor weather. The next project on the schedule at Calhoun County is the installation of a rotating beacon.
 - **Pensacola Regional Airport** – Ms. Melinda Crawford stated that the terminal construction project is about 80% complete and additional restrooms may end up being added to the project which is expected to be complete by fall. The concession area work is completed and emergency generator installations have also been completed. She reported that the in-line baggage screening system began operation on Monday and the new security screening area will open in April. They have completed several access and signage improvements on the way into the airport and the rental car area improvements are now complete. The FAA TRACON has moved to a new facility on the southwest side of the airport.
 - **Destin-Ft Walton Beach Airport** – Mr. Tracy Stage stated that the Destin tower project has been approved. The County will now begin work on design and construction. He stated that the rest of the work at Destin in the near future will focus on pavement rehabilitation and infrastructure preservation.
 - **Bob Sikes Airport** – Mr. Stage reported that they are seeking an environmental permit for the entire airfield at the Bob Sikes Airport to promote swift approval of development projects. The County will simply be able to submit a letter to the Water Management District requesting approval to begin work. He added that they will be overlaying the entire 8,000 foot taxiway at the airport within the next year.
 - **Apalachicola Regional Airport** – Mr. Ted Mosteller reported that they are working on a 10,000 square foot hangar and he noted that the poor weather has also delayed some of their projects. He added that a storm sewer project is next on the list. Mr. Mosteller reported that some military activity is slated for the airport in the near future. Mr. Don Roswell elaborated on this activity stating that it is part of the “Emerald Warrior” program.
 - **Wakulla County Airport** – Mr. Rick Thornberg reported that the northern sixty (60) feet of the runway is very wet at the moment. He added that a tree cutting project is underway to improve the visibility of the airport from the air.
 - **Northwest Florida Regional Airport** – Mr. Tracy Stage showed the group some slides highlighting the new SR 85/123 entrance road project that is now under construction. This project will continue over the next three (3) years. He stated that Phase 1 of the terminal addition is now underway. This project will increase the available curb frontage for the terminal building. He added that they have installed a natural gas generator that will power the entire terminal in case of emergency. They are also in the process of rehabilitating the Baldwin Building that houses the engineering works and nerve center for the County airports. Mr. Stage also reported that a UH-1 helicopter static display will be installed in front of the terminal.

4. Regional Issues / Concerns

- **Gulf Region Airspace Strategic Initiative (GRASI)** – Chair Donovan gave some background on this program. He then asked Mr. Scott Musser to brief the group on a meeting he attended about the program. Mr. Musser stated that everything is on the table right now but they must remain within BRAC cost limits. The limited airspace in the region warrants the engagement of all regional airports and attendance at meetings to discuss processes when appropriate. Mr. Steve Bouchard from the FAA gave the group some background on existing air traffic issues currently affecting the region. Mr. Don Roswell stated that GRASI was turned over to a contractor and subsequently to multiple universities to perform modeling of possible impacts. Georgia Tech and Virginia Tech are both involved with the project and some ideas/information should be available later this summer. Mr. Bouchard reported that they are having monthly stakeholder meetings and the next is scheduled for late March or early April in Atlanta. *The Administrator will post a link to the GRASI website at CFASPP.com for interested parties.*

5. FDOT Aviation

- **Aviation Office**
 - **Regional Overviews** – Mr. Keith noted that the Statewide and Regional Overviews are now complete and should be available for distribution by the end of the month. Mr. Keith stated that airports wishing to receive copies to distribute to legislators and other decision makers prior to the next round should contact him at the FDOT Aviation Office.
 - **Haitian Relief Operations** – Mr. Andy Keith updated the group on FDOT Aviation Office involvement in the Haitian relief effort at the State Emergency Operations Center (SEOC). The Aviation Office staff coordinated with ATC, FAA and other governmental agencies on the tracking and other needs of aircraft arriving from Haiti. They performed rotating 24 hour shifts for more than a week providing assistance with a wide range of aviation related issues focusing on the “transfer of information”.
 - **Economic Impact Study** – Mr. Keith stated that this project is winding down and the documents are now in the final review process. The Executive Summary and the main document will be produced along with an individual summary for each of 121 public use airports in the State of Florida. This type of individualized information will allow sponsors to educate local decision makers on the total economic impact of an airport on a particular area. Mr. Keith stated that the final documents should be available for distribution sometime in March.
 - **Pavement Training Opportunities** – Mr. Keith stated Mr. Vu Trinh recently sent a letter out to the airport community regarding the time and location of the next pavement training sessions. The sessions will again be held in Orlando at the FDOT District 5 Urban Office on March 29-30 and May 17-18, 2010. The practical part of the course will be held at the Executive Airport and this year there will be a section of the course that focuses on pavement repair. Space is limited so those interested in attending one of the courses should contact Mr. Trinh at the FDOT Aviation Office as soon as possible to register.
 - **CFASPP Statewide Meeting at FAC Annual Conference** – Mr. Keith explained that he and State Aviation Manager Mr. Aaron Smith were at the FAC Executive Board meeting where proposed changes to the FAC Annual Conference

schedule were being discussed. He stated that the conference may end up being shortened by a day in future years. In order to accommodate these changes, Mr. Keith stated that FDOT has offered to move the time of the CFASPP Statewide Meeting if necessary to facilitate other conference activities. This year's conference in Tampa will remain in the customary format and the date of the CFASPP Statewide Meeting has not changed.

- **FDOT District Announcements**
 - **District 3** – Mr. Donnie Duce stated that they are about $\frac{3}{4}$ thru the year and the District has about 95%-98% of their contracts executed. He encouraged the airports to begin planning for next year and he thanked them for their cooperation in handling all the project documentation and close outs for this year. Chair Donovan thanked Mr. Duce and the District 3 Aviation Staff for their work and representation of the airports in the region.
- 6. **FAA Announcements** – Mr. Steve Bouchard stated that the FAA is trying to do more with the same or less funding. He reported that NEXGEN is now in operation and continues to be implemented in various phases by the FAA.
- 7. **MPO Comments** – None.
- 8. **DoD Comments**
 - **Eglin AFB** – Mr. Don Roswell stated that runway and other pavement improvements are underway at Duke Field and Eglin AFB. There will be an airshow at Eglin AFB in early April and the usual TFR will be in place. Runway 01/19 is currently closed for resurfacing and after the airshow Runway 12/30 will be closed for rehabilitation. The Army is now in the region and heavily involved in flight training at the moment. The radar at Eglin is now a 24/7 operation and MACA (Mid Air Collision Avoidance) meetings are being held at area airports and all pilots are encouraged to attend. He stated that they continue to work with the FAA to improve traffic flow in special use airspace. He mentioned the new FAA NOTAM system will automatically post a NOTAM when special use airspace will be in use after hours.
 - **Tyndall AFB** – Mr. Roswell reported that the VORTAC at the Panama City Airport will be relocated to Tyndall by January 2011. It will be out of service for a period of time this summer once the new airport opens.
 - **Training Wings FIVE and SIX** – Mr. Bouchard reported on activities underway at the Training Wings and he commented on GRASI efforts to improve GA traffic flow in the Pensacola area.
- 9. **Old Business**
 - **FAA Approach Elimination Program** – Mr. Keith briefly updated the group on this issue stating that the FDOT Aviation Office is still monitoring this situation. He added that mainly NDB and VOR's are affected at some airports around the State including the VOR at Destin Airport. Chair Donovan pointed out that some pilots still prefer these NAVAIDS and they are still used for flight training activities.

- **EPA Proposal on Storage and Disposal of Effluent Materials** – Mr. Bolton thanked the airport members and FAC for their letters in support of this issue. It seems to have done some good as the proposed changes are now under review.
10. **New Business** – None.
 11. **Time & Place Next Meeting** – The next scheduled meeting of the Northwest Florida Region Steering Committee is May 27, 2010. The committee determined that the meeting would be held at the Northwest Florida Regional Airport on that date beginning at 10:00 a.m. (C.D.T.).
 12. **Adjournment** – Hearing no further business for the committee to consider, Chair Donovan thanked everyone for attending and adjourned the meeting at approximately 12:24 p.m.

**Meeting Minutes
CFASPP STATEWIDE
STEERING COMMITTEE MEETING
April 8, 2010, 1:00 PM
Orlando International Airport**

1. **Call To Order / Introductions** --Chair Chip Seymour called the meeting to order at 1:04 p.m. and asked all in attendance to introduce themselves.

Name	Region	Representing
Chip Seymour, Chair	Statewide Chair	Jacksonville Aviation Authority
Tom Jewsbury, V-chair	West Central Chair	St. Petersburg-Clearwater Intl. Airport
Tom Sawyer	North Central Chair	Lake City Municipal Airport
Todd Lindner	Northeast Chair	Jacksonville Aviation Authority
Kevin McNamara	East Central Chair	Greater Orlando Aviation Authority
Cindy Barrow	Central V-chair	Bartow Municipal Airport
Gary Duncan	Southwest Chair	Lee County Port Authority
<i>Other Airports Represented</i>		
Michael Iguina	North Central	Gainesville Regional Airport
Steve Borowski	East Central	Valkaria Airport
Ed Dingley	East Central	Valkaria Airport
Terry Lloyd	East Central	Kissimmee Gateway Airport
Luis Olivera	East Central	Greater Orlando Aviation Authority
Eric Menger	Treasure Coast	Vero Beach Municipal Airport
Mark Stuckey	Southwest	Sarasota-Bradenton International Airport
Gary Spraggins	Southwest	Sarasota County – Buchan Airport
Ellen Lindblad	Southwest	Lee County Port Authority

In addition, the following people were in attendance:

Name	Representing
Jim Wikstrom	Florida Department of Transportation, District Five
George Boyle	Florida Department of Transportation, District Seven
Ray Clark	Florida Department of Transportation, District Seven
Sandeep Singh	AVCON, Inc.
Tim Shea	AVCON, Inc.
Ronald Colas	Burns & McDonnell, Inc.
Frank Aiello	Cardno TBE
Mason Ecker	Clean Energy Fuels, Inc.
Ilya Simonov	FIT
Scott Brady	Hanson Professional Services
Tim Parker	Hanson Professional Services
Wilbur Mathurin	HTA, Inc.
Doug DiCarlo	HTA, Inc.
Mark Jansen	Kimley-Horn & Associates
Rudolph Mueller	URS, Inc.
Lori Steiner	WSA, Inc.
Andy Keith	FDOT Aviation Office – Aviation Development Administrator
Dan Afghani	CFASPP Administrator

2. **Approve Last Minutes** – Chair Seymour asked for a motion to approve the last minutes. A motion to approve the minutes was made by Mr. Tom Sawyer, seconded by Mr. Kevin McNamara and passed by a unanimous vote of the members present.

3. Regional Chairpersons Roundtable

- **Proposed EPA Changes to Water and Air Monitoring standards** – The Administrator updated the group on discussions regarding this proposal at the last round of meetings. It appears that this proposal is making its way through the various administrative channels and the Administrator noted that Northwest Region Chair Mr. Greg Donovan encouraged CFASPP participants in that region to monitor the issue for potential negative impacts for airports.
- **Runway Changes due to Magnetic Variation** – The committee briefly discussed this on-going issue and Vice-chair Jewsbury stated that multiple airports are still dealing with this issue in the West Central Metro Area. He added that there is significant expense involved in making these changes particularly at larger airports. The Administrator noted that Mr. Ed Cooley reported that Tampa International Airport has a plan in place to complete this process prior to their deadline of January 2011.
- **Airport Hazard and Obstruction Issues** – Mr. Gary Duncan stated that Lee County Port Authority (LCPA) staff is reviewing the latest version of the Airport Land Use Compatible Guidebook to determine if their comments have been appropriately addressed. He noted that there are some inconsistencies present in the current FDOT/FAA regulations that can put airports in a tough situation when addressing certain aspects of land use compatibility. He cited an example where a developer might receive a determination of “no hazard” from the FAA, but still violate certain State regulations as well as exceed Part 77 standards. Mr. Duncan stated that the FDOT needs to be brought into the review/approval process at an earlier stage and many of the LCPA comments focused on this point. Following Mr. Duncan’s comments, Mr. Keith invited concerned airport sponsors to contact Mr. Sergey Kireyev or Mr. David Roberts at the FDOT Aviation Office for technical guidance on these issues.
- **Haitian Relief Efforts** – Chair Seymour briefly covered this issue applauding the airport community for their efforts in handling this large rescue and recovery effort. He noted that this unfortunate situation enabled many airports around the State to gain valuable real time experience with successful implementation and execution of their emergency plans.

4. FDOT Aviation

- **Ongoing Projects**
 - **2060 Florida Transportation Plan** – Mr. Keith reviewed a PowerPoint presentation on the 2060 Florida Transportation Plan highlighting the scope of work, stakeholders and the implementation schedule. He concluded the presentation by inviting anyone with questions or comments on the presentation to contact him at the FDOT Aviation Office.
 - **Statewide & Regional Overviews** – Mr. Keith noted that the Statewide and Regional Overviews are now complete and available for distribution. He added that the FDOT will not be sending these documents directly to decision makers this time noting that they are generally more effective when they come directly from a local airport staff member. Mr. Keith stated that airports wishing to receive copies to distribute to their legislators and other decision makers should contact him at the FDOT Aviation Office.
 - **Economic Impact Study** – Mr. Keith reported that this project is now complete and the results were positive despite the current economic downturn. He invited the attendees to take home copies of the Executive Summary on the table at the

back of the room. He noted that the study has determined that more than 1 million jobs (13% of all jobs) around the State are tied to aviation in some manner. He added that there is approximately \$115 billion dollars of economic impact annually in the State of Florida that is attributable to aviation in some form or another. He added that FDOT Aviation Office staff was happy with the final product and they feel it expresses three important messages to decision makers around the State. 1. *Aviation helps to facilitate intrastate, national, and international travel and commerce.* 2. *Aviation adds immeasurably to Florida's economic infrastructure.* 3. *Aviation is a vital economic catalyst to the State economy each year.*

- **Airport Compatible Land Use Guidebook** – Mr. Keith updated the group on this on-going project and thanked the aviation sponsors for their comments to date. Questions can be directed to Mr. Sergey Kireyev at the FDOT Aviation Office. He added that a training outreach program will begin this May in an effort to educate stakeholders on the origin of data used in the project and how to apply it to real world situations.
 - **Pavement Management Program** – Mr. Keith reported that the first round of pavement training was held in Orlando at the end of March. The next session is scheduled for May 17-18 and will again be held in Orlando at the FDOT District 5 Urban Office with practical training at Executive Airport. There are already forty (40) people signed up for the next class. Attendance is limited to fifty (50) participants so those wishing to attend should fill out a registration form (link at CFASPP.com) and return it to Mr. Vu Trinh at the FDOT Aviation Office as soon as possible. Mr. Keith announced that airport pavement inspections will again commence this July thanks to a grant from the FAA. This will be a two (2) year process and should be complete in July 2012.
 - **FDOT District Announcements** – None.
5. **FAA ADO Comments / Presentations** – None.
6. **Old Business/New Business**
- **Election of a New Chairperson** – Due to the pending retirement of Chair Seymour, the group acted to elect a new Chairperson. Following a nomination from Mr. Gary Duncan and a second from Mr. Todd Lindner, current Statewide Vice-chair Thomas R. Jewsbury was elected as the next Statewide Chairperson by a unanimous vote of the members present. The election of Chair Jewsbury created a vacancy in the Vice-chair position which the committee immediately acted to fill. Following a nomination from Chair Jewsbury and a second from Mr. Gary Duncan, Mr. Todd Lindner of the Jacksonville Aviation Authority was elected to the position of Statewide Vice-chairperson by a unanimous vote of the members present.
 - **Resolution to recognize service of departing Chairperson Mr. Chip Seymour** – In his first official act in the position, Chair Jewsbury read a copy of a proposed resolution recognizing the outgoing Chair for his service leading the committee. He then asked for a motion to adopt the resolution as presented. Mr. Sawyer made a motion to adopt the resolution that was seconded by Vice-chair Todd Lindner and passed by acclamation. The participants further recognized Chair Seymour's efforts with a round of applause.
 - **FAC Washington Trip** – Mr. Luis Olivera of the Greater Orlando Aviation Authority (GOAA) updated the group on FAC activities at the AAAE/ACI conference in

Washington D.C. He noted that they were able to hold nine (9) different meetings with legislators regarding the importance of Aviation in Florida in just a day and half period. Mr. Olivera covered some of the issues discussed at the meetings including the importance of FAA reauthorization, PFC increases and the on-going ARFF staffing issue. Following Mr. Olivera's presentation, Chair Seymour commented on the importance of getting federal funding approved quickly to be ready for the upcoming construction season and he encouraged airports sponsors to highlight the importance of this issue with their respective legislators.

- **Statewide Painting Contract** – Mr. Keith stated that he is still working with the FDOT Procurement Office on this issue and he expects to release a draft proposal on implementation procedures in the next couple of weeks.
- **Wildlife Hazard Removal Exemption (Blanket Permitting)** – Chair Seymour read an e-mail document from East Central Florida Committee Member Mr. Larry Dale on this topic. He stated that Mr. Dale is interested in a blanket type of permit that would allow airports to act to remove certain wildlife hazards to protect the public without the need for a separate permit. Chair Seymour commented that excerpts of various correspondence attached to the e-mail suggest that Mr. Dale seems to be making some pretty good headway with certain agencies on this matter.

7. **Open Forum**

- **2010 Florida Legislative Session** – Chair Jewsbury stated that the session is now underway in Tallahassee and he encouraged all airport sponsors to work hard to protect aviation funding levels for the next fiscal year.

8. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is planned for August 7, 2010 at the Tampa Marriott Waterside. The meeting will begin at 1:00 p.m. at a room location yet to be determined.

9. **Adjournment** – Hearing no further business for the committee to consider, Chair Jewsbury adjourned the meeting at approximately 2:20 p.m.