

**Meeting Minutes  
NORTHWEST FLORIDA REGION  
CFASPP STEERING COMMITTEE MEETING  
October 8, 2009, 11:00 AM  
Tallahassee Regional Airport**

1. **Call To Order / Introductions** – Chair Greg Donovan called the meeting to order at 10:59 a.m. and asked all in attendance to introduce themselves.

<b><u>Name</u></b>	<b><u>Representing</u></b>
Greg Donovan, Chair	Okaloosa County Airports
Melinda Crawford*	Pensacola Regional Airport
Kip Turner	Northwest Florida - Panama City International Airport
Pete Bolton	Tallahassee Regional Airport
Mike Clow	Tallahassee Regional Airport
Ted Mosteller	Apalachicola Regional Airport
Tracy Stage	Okaloosa County Airports
Mike Stenson	Okaloosa County Airports

\* Via teleconference

In addition, the following people were in attendance:

<b><u>Name</u></b>	<b><u>Representing</u></b>
Don Roswell	Eglin AFB
Don Setterberg	Eglin AFB
Scott Walters	FDOT District 3
Philip Deal	FDOT District 3
Abdul Hatim	FDOT Aviation Office
Fred Karuga	FDOT Aviation Office
Sergey Kireyev	FDOT Aviation Office
David Roberts	FDOT Aviation Office
Vu Trinh	FDOT Aviation Office
Lee Lewis	AVCON, Inc.
Doug Parton	CAD Concepts
Jane Terrell	CCI, Inc.
David Kozan	CDM, Inc.
Anthony Mavrofrides	COMAIR, Inc.
Kip Stem	Duratek, Inc.
Barry Stem	Duratek, Inc.
George Wattonville	Duratek, Inc.
Claudia Holliway	LPA Group, Inc.
Harry Downing	WSA, Inc.
Joe Foster	WSA, Inc.
Joe Smith	URS, Inc.
Andy Keith	FDOT Aviation Office
Dan Afghani	CFASPP Administrator

**Agencies/Organizations Not Represented:**

Calhoun County Airport	Carrabelle-Thompson Airport
DeFuniak Springs Airport	Marianna Municipal Airport
Peter Prince Field	Quincy Municipal Airport
Tri-County Airport	Wakulla County Airport

2. **Approve Last Minutes** – Chair Donovan asked for a motion to accept the minutes as modified. Mr. Mike Clow 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. Mike Clow stated they have completed a lot of the access road work in front of the airport and near the entrance to the general aviation areas. He added that the Terminal Building improvements are nearly complete and a capital projects newsletter is now available on line for public viewing.
  - **Pensacola Regional Airport** – Ms. Melinda Crawford announced service to Miami will be starting with American Eagle and US Airways will begin service to Washington DC–Reagan National Airport. She stated that the Rental Car Center has been completed along with a remote parking lot. They are in the middle of a \$51 million terminal improvement project that is scheduled for completion in late 2010. The improvements will include the installation of an in-line baggage system.
  - **Destin-Ft Walton Beach Airport** – Mr. Tracy Stage stated that the contract tower initiative is now getting underway at Destin.
  - **Bob Sikes Airport** – Mr. Stage reported that design work on the rehabilitation of Taxiway A has started.
  - **Apalachicola Regional Airport** – Mr. Ted Mosteller reported that there will be an Advisory Board meeting tonight to discuss the T-hangar project. He added that business at the FBO is down about 50% this year over last.
  - **Northwest Florida Regional Airport** – Mr. Tracy Stage stated that they are working on realigning the access road in front of terminal, constructing a new TSA screening line and installing a new gas powered generator for emergency situations. The generator will be capable of running every aspect of the electrical system in the terminal.
  - **Panama City-Bay County International Airport** – Mr. Kip Turner stated that the site work at the new airport is almost 100% complete and the Terminal Building is about 57% complete at this point. The entire project is still on time and budget and they are expecting a grand opening in May 2010.
4. **Regional Issues / Concerns** – None.
5. **FDOT Aviation**
  - **Aviation Office**
    - **Regional Overviews** – Mr. Keith stated that the overviews have been sent out to the airport sponsors for review prior to this CFASPP Round. Mr. Keith asked the sponsors to review the data presented in the regional overview for accuracy and provide comments to him in the next couple of weeks. Once the comments are received they will be compiled and transmitted to the consultant. The goal is to have the updated overviews printed in early 2010 so they can be given to legislators and other decision makers prior to the 2010 Legislative Session.
    - **Airport Land Use Compatibility Project** – Mr. Andy Keith stated that the project has been extended to November 2009 and the guidebook draft is back at the

consultant for revisions. He added that Mr. Sergey Kireyev is the contact person for this project at the FDOT Aviation Office.

- **Economic Impact Study** – Mr. Keith updated the group on this project by reviewing a slide presentation highlighting progress to date. He noted that this will be a statewide report but that each airport will also receive an individual report containing information on that facilities' impact on the local economic climate.
- **Pavement Management Project** – Mr. Keith stated a funding shortfall has resulted in the delay of airport field inspections for this fiscal year. The FDOT Aviation Office is working with the FAA to secure funding for the inspections next year. He added that pavement training will again be held in 2010. Mr. Vu Trinh will conduct two separate courses that are likely to be held in Orlando in March and June. Mr. Keith stated that in response to feedback from previous participants the course will now include instruction on pavement repair.
- **Master Plan Guidebook** – Mr. Keith reported that this project is now underway and that a draft document has been presented to FDOT for review. The Technical User Group (TUG) put together for the IALP/MP project last year will be utilized to review the drafts of the Guidebook. He added that the document should be available for stakeholder review sometime in November.
- **Fair Market Value – Statewide Hangar Rate Study** – Mr. Keith stated that the FDOT is looking to assist FDOT District personnel and airport sponsors at determining methods for establishing fair market value for rental hangars. Mr. Keith stated that the project will start with a statewide survey of hangar rates that they hope to begin in mid to late 2010.
- **Stormwater Pond Modeling** – Mr. Keith explained that a Best Management Practice (BMP) procedure was finalized in 2005. Currently, FDEP is considering draft language for a General Permit for airports by incorporating the BMP into their new Rule 62-347 FAC with a placeholder for an FAA designed wet detention pond. This project will work to formalize FAA approval of wet detention ponds at airports. A laboratory model with steep side slopes will be used to gather project data. Mr. Keith stated that questions on this project can be directed to Mr. Abdul Hatim at the FDOT Aviation Office.
- **Deferred Reimbursement JPA's** – Mr. Andy Keith updated the group on this change to FDOT policy on "Deferred Reimbursement JPA's" which were previously known as "Prequalified JPA's". He noted that the main changes affecting airport sponsors are in payout schedule process. The comptroller has determined that in order to maintain appropriate cash flow the FDOT only make lump sum payments up to \$2 million. Payments over that amount will now be paid out in ten (10) quarterly installments with the pay out schedule delineated in the JPA Exhibits. A new policy is being developed and should be distributed soon. He advised airport sponsors with questions to speak to their district representatives regarding the changes and new payment schedules.
- **FAD/JACIP Update** – Mr. Keith stated that they continue to tweak the new software and airports should still have access to the system using their login credentials at [www.florida-aviation-databse.com](http://www.florida-aviation-databse.com). Mr. Keith added that airport consultants can receive access to the database by having the airport sponsor send a request to his attention with their contact information. He invited the

airport sponsors to check with him after the meeting if they would like to see who from their organization currently has access to the database.

- **FDOT District Announcements**
  - **District 3** – Mr. Scott Walters stated that they are waiting on Schedule B and that airport sponsors should check projects in programmed in 2015 to make sure priorities are listed in order.
- 6. **FAA Announcements** – Mr. Mike Clow discussed an e-mail from Dean Stringer regarding changes to airport representatives from the FAA Orlando-ADO. He noted that Mr. Bill Farris is still the representative for Northwest Florida although most of the other regions have seen a change in program managers.
- 7. **MPO Comments** – None.
- 8. **DoD Comments**
  - **Eglin AFB** – Mr. Don Roswell stated that there are no more F-15's at Eglin AFB and they still expect that F-35's will be coming in next year. They are still holding GRASI meetings and the engineer's at Georgia Tech and Virginia Tech are busy gathering data for the baseline model. The next GRASI meeting should be held in the next month or so but has not yet been finalized.
- 9. **Old Business**
  - **TSA Proposal on General Aviation Security** – Mr. Keith briefly updated the group on this issue noting that Congress has instructed the TSA to revisit the proposal after more than 7,000 comments (mostly negative) were received from the aviation community.
- 10. **New Business**
  - **EPA Proposal on Storage and Disposal of Affluent Materials** – Mr. Clow spoke about this new ruling from the EPA that affects the usage of anti-ice material for aircraft operations. He stated that Tallahassee Regional Airport falls into a category that would require the deployment of special storage and disposal methods for this material despite the relatively low amount used at the airport each year. He added that comments on the proposal are due on December 28, 2009 and he encouraged the airport sponsors to support FAC and ACI efforts on this issue. Citing the importance of this issue to airports around the State, Chair Donovan and the group elected to elevate this matter to the CFASPP Statewide Steering Committee for discussion.
  - **FAC State Affairs and Federal Affairs Conference** – Chair Donovan reminded the group about this conference which will be held in Tampa on November 13-14, 2009 following the next meeting of the CFASPP Statewide Steering Committee.
  - **FAA Approach Elimination Program** – Mr. Sergey Kireyev briefed the group on this effort by the FAA. The FAA has been moving to eliminate certain instrument approach procedures including NDB's and VOR's at airports around the State. He stated that airport sponsors facing elimination of an instrument procedure they would

like to keep are welcome to contact the FDOT Aviation Office. Any comments received will be compiled and transmitted to the FAA on behalf of Florida's airports.

11. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the Northwest Region Steering Committee is March 4, 2010. The committee determined that the meeting would be held at the Pensacola Regional Airport on that date beginning at 10:00 a.m. (C.S.T.)
12. **Adjournment** – Hearing no further business for the committee to consider, Chair Donovan thanked everyone for attending and adjourned the meeting at approximately 12:05 p.m.