

Meeting Minutes
CFASPP STATEWIDE
STEERING COMMITTEE MEETING
April 6, 2011, 1:00 PM
Orlando International Airport

1. **Call To Order / Introductions** --Chair Tom Jewsbury called the meeting to order at 1:02 p.m. and asked all in attendance to introduce themselves.

Name	Region	Representing
Tom Jewsbury, Chair	Statewide Chair	St. Petersburg-Clearwater Intl. Airport
Chris McArthur	Southeast Chair	Miami-Dade Aviation Department
Michael Clow	Northwest Chair	Tallahassee Regional Airport
Terry Lloyd	East Central V-Chair	Kissimmee Gateway Airport
Cindy Barrow	Central V-Chair	Bartow Municipal Airport
Todd Lindner	Northeast Chair	Jacksonville Aviation Authority
<i>Other Airports Represented</i>		
Don Silvernell	West Central	Hernando County Airport
Ed Dingley	East Central	Valkaria Airport
Luis Olivero	East Central	GOAA – Orlando International Airport
Kathy Anderson	East Central	GOAA – Orlando International Airport
Jose Ramos	Southeast	Miami-Dade Aviation Department
Nadine Jones*	West Central	Hillsborough County Aviation Authority
Todd Cox*	Treasure Coast	St. Lucie County International Airport
Roy Sieger	East Central	Flagler County Airport

In addition, the following people were in attendance:

Name	Representing
Autumn Young	VHB, Inc.
Bill Johnson*	Florida Airports Council
Tim Shea	AVCON, Inc.
Doug DiCarlo	HTA, Inc.
Sandeep Singh	AVCON, Inc.
Harry Downing	WSA, Inc.
Joe Foster	WSA, Inc.
Scott Sanders	WSA, Inc.
Ben Siwinski	VHB, Inc.
Chris Brooks	Flint Trading
Jack Thompson	C&S Companies
Yu Zhang	University of South Florida
Brad Dunn	Hi-Lite Markings
Scott Brady	Hanson Professional Services
Brian Hunter	FDOT District 7
George Boyle	FDOT District 7
Jim Wikstrom	FDOT District 5
Allison Delizia	FDOT District 5
Abdul Hatim	FDOT Aviation Office – Aviation Program Development Mgr.
Erik Treudt	FDOT Aviation Office – Aviation System Manager
Andy Keith	FDOT Aviation Office – Aviation Development Administrator
Dan Afghani	CFASPP Administrator

*Via teleconference

2. **Approve Last Minutes** – Chair Jewsbury asked for a motion to approve the last minutes. A motion to approve the minutes was made by Mr. Terry Lloyd, seconded by Mr. Chris McArthur and passed by a unanimous vote of the members present.
3. **Regional Chairpersons Roundtable**
 - **EPA Testing of Lead Emissions at Airports** – Chair Jewsbury and the Administrator briefly updated the group on this issue noting that fifteen (15) airports around the country have been selected for monitoring of lead emissions. The data collection process will continue through the end of the year followed by an examination period conducted by the EPA. Chair Jewsbury encouraged the airport members to continue to follow this important issue that may ultimately result in the phase out of leaded aviation fuels.
 - **FAA NPRM Safety Management System (SMS)** – Chair Jewsbury reported that the suspense date for the implementation of the SMS program has been extended. Mr. Andy Keith reported that he read that initial program implementation will begin with FAR Part 121 air carriers. The FAR Part 139 airports will be included in the program at a later date as the FAA continues to evaluate the impact of this program on larger airports.
 - **FAA NPRM on Runway Pavement Survey Evaluation** – The Administrator updated the group on this issue that was discussed at the Southwest Region meeting in Naples. If approved this proposal would require FAR Part 139 Airports to conduct yearly friction tests resulting in the airport sponsor having to make financial and operational allowances to comply with the new policy. This friction testing plan would be required to be part of the Airport Certification Manual (ACM).
 - **Republican National Convention in the Tampa Bay Area** – Chair Jewsbury reported on the development of Temporary Flight Restrictions (TFR) that will be in place for the convention scheduled for August 2012. He added that the Tampa Bay area has a lot of experience with large event planning having hosted the Super Bowl on multiple occasions but this will be the first instance where a TFR will affect all area airports on consecutive days.
4. **FDOT Aviation**
 - **Ongoing Projects**
 - **Preliminary Comments** – Mr. Erik Treudt began his report with some general announcements regarding the on-going legislative session in Tallahassee. He noted that Senate Bill 934 and House Bill 389 are an amendment to F.S. 373.118 General Permits; delegation - . which will provide the nexus for the Stormwater General Permit for Airport Airside. These bills are making there way through the legislative process.
 - **CFASPP Website Upgrade** - Mr. Treudt stated that the new version of CFASPP.com is up and running on the web. With the help of the Administrator, he showed the group some of the new functionality and tools available on the new version. He mentioned that this version is now ADA Section 508 compliant and has several new administrative functions that will streamline the FDOT's ability to communicate with airport sponsors and other program participants.
 - **Airport Compatible Land Use Study (Phase 4)** – Mr. Treudt updated the group on the status of this multiphase project noting that Phase 3 is now complete. Phase 4 is now underway and it includes continuing out-reach efforts to educate

local elected officials and government entities of the importance in protecting airports through prudent land use planning. Phase 4 is expected to be complete by November 30, 2011. Mr. Treudt stated that questions on this project can be directed to Mr. Sergey Kireyev at the FDOT Aviation Office at 850-414-4502 or email sergey.kireyev@dot.state.fl.us.

- **Governor's Office Executive Orders / Directives** – Mr. Treudt reviewed new executive orders recently released by Governor Scott including the requirement to use the E-verify system to validate workers on state funded projects. He also mentioned that Executive Order 11-01 established the Office of Fiscal Responsibility and put a 90 day hold on all contracts with a value of more than \$1 million.
- **Statewide Aviation Pavement Management Program-** Mr. Treudt stated that pavement inspections are underway with approximately 40 airports scheduled to be completed by the end of May. The next pavement training course will be held from June 13th to June 15th. The training will again be held in Orlando with classroom time on the first day followed by a second day of field training at the Executive Airport. This session will also offer a distress repair training class on June 15th. Interested participants should sign up for this course by June 1st. Those with questions on the training or registration are invited to contact Mr. Vu Trinh at the FDOT Aviation Office. If you have a pavement rehabilitation project going on and would be willing to let the FDOT Aviation Office film the work for training purposes please contact Mr. Trinh.
- **Airport Emergency Response Guidebook** – Mr. Treudt updated the group on the status of this project noting that an informational brochure should be available later this month. The Guidebook should be completed by June and a training course is expected to be held later this summer. Those with questions on this project are invited to contact Mr. David Roberts, Aviation Operations Administrator, at the FDOT Aviation Office at 850-414-4507 or email david.roberts@dot.state.fl.us for more information.
- **FAD Application Update Project** - Mr. Treudt stated that this project is underway and progressing steadily. He noted that Task 1 and Task 2 include the development of an Auto JPA and a Financial Management Gaming Module. Once complete this process will make it easier for airports and FDOT personnel to handle project management activities. He added that Task 3 and Task 4 will focus on Strategic Compliance and Data Verification testing. Mr. Treudt stressed the importance of the data testing element noting that we want to make sure we are providing the most accurate aviation data available to stakeholders and other decision makers. He noted that Task 5 and Task 6 will deal with Facility and Disaster Management and Specialized Training. In Task 5 airports will be able to share information about available resources for sharing during times of disasters. Task 6 will be a training module used to familiarize the airport community with the updated functionality of the FAD.
- **Airport Security Training – Web Based (RFP)** Mr. Treudt mentioned that this project was previously set to be handled by the SAFE Council but the FDOT has now been tasked with completing this effort. The FDOT Aviation Office is now in the process of developing a Request for Proposals (RFP) for the work, and selection of a consultant is expected in the near future. Once a consultant is selected the CFASPP members will be provided with details on accessing the training site via e-mail. This on-line training course will be provided to airport staff members at no charge. Those with questions on this project are invited to contact Mr. Fred Karuga at the FDOT Aviation Office.

- **FASP Strategic Plan Update** - Mr. Treudt mentioned that this project is now underway. He noted that a workshop is scheduled for tomorrow at the FDOT District 5 Urban Office in Orlando. Mr. Treudt stated that they have asked each regional chair to appoint 2-3 members to represent each region at this workshop. The regional members will work with the project consultant to develop ideas and strategies to be used in the update of the plan. The consultant will continue work on this project throughout the year with a final deliverable expected by November.
 - **FDOT District Announcements** – None.
- 5. **FAA ADO Comments / Presentations** – None.
- 6. **Old Business/New Business**
 - **New Northwest Florida Region Chair** – Chair Jewsbury introduced Mr. Michael Clow who was elected as the new Chair of the Northwest Florida Region CFASPP Steering Committee. Mr. Clow is the Planning, Development, Environmental and Technical Services Manager at Tallahassee Regional Airport and he succeeds Mr. Greg Donovan as Chair of the Northwest Region.
 - **Statewide Steering Committee By-Laws Review**- Chair Jewsbury asked the Administrator if he had received any additional comments on the By-Laws. The Administrator stated that he had only received the comments provided by the Chair. After a brief review of Chair Jewsbury's comments and some additional discussion among the members Mr. Todd Lindner made a motion to ratify the CFASPP Statewide By-Laws including the changes as presented. The motion was seconded by Mr. Terry Lloyd and passed by a unanimous vote of the members present.
- 7. **Open Forum**
 - **Florida Airports Council (FAC) Update** - Chair Jewsbury reported on the top legislative priorities of the Florida Airports Council (FAC) for 2011 including opposition to any funding reductions at the state level. They are opposed to any suspension of aviation fuel taxes and they support continued exemptions for out of state aircraft visiting maintenance facilities in Florida.
- 8. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is July 16, 2011 at the Westin Diplomat Hotel in Hollywood beginning at 1 p.m. Once the room location has been assigned it will be posted on the website at CFASPP.com.
- 9. **Adjournment** – Hearing no further business for the committee to consider, Chair Jewsbury adjourned the meeting at approximately 2:04 p.m.