

**Meeting Minutes  
CFASPP STATEWIDE  
STEERING COMMITTEE MEETING  
April 4, 2012, 1:00 PM  
Orlando International Airport**

1. **Call To Order / Introductions** --Chair Tom Jewsbury called the meeting to order at 1:09 p.m. and asked all in attendance to introduce themselves.

<b>Name</b>	<b>Region</b>	<b>Representing</b>
Tom Jewsbury, Chair	Statewide Chair	St. Petersburg-Clearwater Intl. Airport
Todd Lindner, V-Chair	Northeast Chair	Jacksonville Aviation Authority
Kevin McNamara	East Central Chair	Executive Airport
Gene Conrad*	Central Chair	Lakeland Linder Regional Airport
Chris McArthur	Southeast Chair	Miami-Dade Aviation Department
Allan Penska	North Central Chair	Gainesville Regional Airport
Todd Cox	Treasure Coast Chair	St. Lucie County International Airport
Gary Duncan*	Southwest Chair	Lee County Port Authority
<i>Other Airports Represented</i>		
Don Silvernell	West Central	Hernando County Airport
Cindy Barrow	Central	Bartow Municipal Airport
Azhar Hussain	East Central	Kissimmee Gateway Airport
Chris Rozansky	Southwest	Venice Municipal Airport
Mark Stuckey*	Southwest	Sarasota/Bradenton International Airport
Gasser Douge	Southeast	Broward County Aviation Department
George Speake	East Central	Orlando Sanford International Airport
Bryant Garrett	East Central	Orlando Sanford International Airport
Josh Philpott*	Southwest	Lee County Port Authority
Eric Menger	Treasure Coast	Vero Beach Municipal Airport
George Stokus	Treasure Coast	Witham Field
Luis Olivero	East Central	Greater Orlando Aviation Authority
Mikko Huttunen	East Central	Greater Orlando Aviation Authority
David Dunkley	Northeast	Jacksonville Aviation Authority
Renee Schoen	East Central	Daytona Beach International Airport
Kathy Anderson	East Central	Greater Orlando Aviation Authority
David Dunkley	Northeast	Jacksonville Aviation Authority
Ryan Frost*	Southwest	Naples Airport Authority

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Bill McGrew	Adkins, Inc.
Jack Thompson	C&S Companies
Artie White	Kimley-Horn and Associates
Joe Foster	CDM Smith, Inc.
William Blazak	Culpepper & Turpening, Inc.
Jennifer Ganley	FAA Orlando ADO
Ron Seymour	ESA
Gunther Zurstadt	CDM Smith, Inc.
Howard Klein	URS Corporation
Mary Soderstrum	AVCON
Tim Parker	Hanson Professional Services
Wilbur Mathurin	HTA, Inc.
Marisol Elliott	Adkins, Inc.

Bob Overby	RS&H
Bud Whitehead	Hillsborough MPO
Michael Audino	USF- Center for Urban Transportation Research
Jim Kriss	AVCON
Bonnie Temple	AVCON
M.C. Johnson	Florida Airports Council
Bill Johnson	Florida Airports Council
Michael C. Moon	Hanson Professional Services
Tim Parker	Hanson Professional Services
Sarah Brammell	ESA
Mike Arnold	ESA
Tricia Fantinato	TKDA
Mark Kistler	Michael Baker Group
Rob Hambrecht	Michael Baker Group
Nick Nesta	VHB, Inc.
Tim Shea	AVCON
Hilary Maull	AVCON
Brenda Young	FDOT District 5
John Zielinski	FDOT District 5
Ray Clark	FDOT District 7
Jim Wikstrom	FDOT District 5
Allison Delizia	FDOT District 5
Juan J. Flores	FDOT State Freight and Logistics Administrator
Aaron Smith	FDOT State Aviation Manager
Andy Keith	FDOT Aviation Office – Aviation Development Administrator
Erik Treudt	FDOT Aviation System Manager
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. Todd Cox, seconded by Mr. Kevin McNamara and passed by a unanimous vote of the members present.
3. **Regional Chairpersons Roundtable**
  - **FAA LED Lighting Issue** - Mr. Allan Penksa updated the group on a discussion at the North Central meeting regarding FAA participation in LED lighting projects. He reported that the group would like to see the FAA focus on newer technologies like LED lighting. The installation of energy saving light fixtures should not require additional funding participation from airport sponsors as the current FAA policy mandates. Mr. Penksa added that LED light fixtures have proven to be a positive investment for airports and make sense in terms of long range infrastructure planning. Ms. Jennifer Ganley of the FAA Orlando ADO stated that although three (3) types of LED fixtures remain unapproved, FAA policy has recently been amended to allow exclusive bidding of approved items. She encouraged airport sponsors to consult the FAA website or contact their program manager for additional information on the new policy.
  - **Republican National Convention (RNC) Flight Restrictions** - Chair Jewsbury reported on this issue noting that a series of Temporary Flight Restrictions (TFR) will be in place during the convention week. He updated the group on the times of certain TFR's noting that a "gateway program" will be in place for both GA arrivals and departures during these hours. The arrival airports that will host gateway

screening operations have been designated as Orlando International Airport (KMCO) and Sarasota/Bradenton International Airport (KSRQ). Chair Jewsbury added that planning for this event has been underway for more than a year at this point. He stated that airports in the region have been actively coordinating with event organizers to make sure that all convention attendees and volunteers have an enjoyable visit to the Bay Area.

- **FDOT 100% Security Funding Participation** – Chair Jewsbury reported that this category of FDOT funding participation will sunset at the end of June. The Florida Legislature did not act to extend or make the funding category permanent during the recently completed session. Chair Jewsbury reported that Florida Airports Council had supported a continuation of the security funding but legislators have expressed that all project sponsors should have “skin in the game”.
- **Florida Department of Revenue (DOR)** – Mr. McNamara reported that the DOR has been requesting aircraft registration information from FBO’s. He added that these information requests have the potential to create an administrative burden for FBO and airport staff members.

#### 4. **FDOT Aviation**

- **Ongoing Projects**
  - **Fair Market Value Study** – Mr. Erik Treudt stated that the second draft is now under review. The FDOT will be meeting with Center for Urban Transportation Research (CUTR) representatives later this week before releasing the draft to the FDOT district personnel for review.
  - **NextGEN** – Mr. Treudt noted that ADS-B towers and other NextGEN technologies are being deployed at a number of airports in Florida and around the country. He stated that the FDOT is interested in airport staff member’s thoughts on the implementation of NextGEN and ADS-B. Those with ideas and thoughts to share on these technologies are invited to e-mail Mr. Treudt at the FDOT Aviation Office – [Erik.Treudt@dot.state.fl.us](mailto:Erik.Treudt@dot.state.fl.us).
  - **FASP 2025 Strategic Plan Update** - Mr. Joe Foster updated the group on this project which is now coming to conclusion. He provided some background on development of the project and highlighted the seven project goals that were identified via participant input at the CFASPP workshops held in 2011.
  - **Airport Security Training – Web Based** Mr. Erik Treudt stated that seven modules are now complete and available for use. They are currently reviewing the final three modules and expect to have them available for use in the next month. Chair Jewsbury asked about the ability to share this program with FBO’s noting that the previous versions provided by the SAFE Council had been. Mr. Treudt stated that these modules will again be available to FBO’s where appropriate. Those with questions on this project are invited to contact Mr. Fred Karuga at the FDOT Aviation Office.
  - **Air Service Study** – Mr. Artie White updated the group on this project that will provide an overview of air service in Florida. The project will examine a multitude of data including total enplanements, fares, destinations, and airlines serving commercial service airports. Mr. White stated that Phase 2 of the project is the Airport Air Service Profiles. This phase will examine freight and mail statistics, market leakage including the sub categories of population trends, nearby airports and competitive analysis between airports. Mr. Penksa asked how market area zip codes were determined for each airport. Mr. White advised that Metropolitan

Statistical Area (MSA) data was the basis used in determining the market area for a commercial service airport.

- **Airport Emergency Response Guidebook** – Mr. White also updated the group on this project which is now complete and available for download on the FDOT Aviation Office website. He stated that both an *Aircraft Guidebook* and an *Emergency Response Guidebook* were completed as part of the project. Mr. Treudt advised the committee members that he would provide each of them with a CD copy of the guidebooks following the meeting.
- **Pavement Management Program** – Mr. Treudt stated that this project is now in Phase 2 and all final reports should be completed and distributed by the end of May. Mr. Treudt reminded the participants that the pavement training dates for this year have been confirmed. The first session will be held in Orlando at Executive Airport from April 16<sup>th</sup> to 19<sup>th</sup>. Mr. McNamara noted that the classroom session has been moved from the FDOT District 5 Urban Office to the GOAA Administration Building located at 365 Rickenbacker Drive. Mr. Treudt stated that the second session will be held in Marianna from April 30<sup>th</sup> to May 3<sup>rd</sup>. Participants are encouraged to contact Mr. Vu Trinh at the FDOT Aviation Office as soon as possible to register for these courses.
- **Demand Capacity Study** – Mr. Treudt stated that this project is underway and scheduled for completion by the end of May. Upon completion the Demand Capacity Study will provide an estimate of the long range capacity of Florida's system of airports. This type of information is a valuable tool in determining the infrastructure needs and budgeting requirements necessary to ensure that our aviation system can handle increasing demand. Participants with questions on this project are invited to contact Dr. Abdul Hatim at the FDOT Aviation Office.
- **State Freight and Logistics Administrator Introduction** – Chair Jewsbury took a moment to introduce State Freight and Logistics Administrator, Mr. Juan Flores. Mr. Flores addressed the committee highlighting the modes of transportation that now make up the Office of Freight, Logistics and Passenger Operations (FLP). He stated that Florida has the most comprehensive transportation program of any state in the country as a result of strong partnerships between project sponsors and the FDOT. Chair Jewsbury thanked Mr. Flores for attending the meeting and for his interest in aviation.

- **FDOT District Announcements** – None.

## 5. **FAA ADO Comments / Presentations**

- Ms. Ganley stated that FAA entitlement funds are now ready for programming. She stated that a small number of discretionary projects are also ready to start and they hope to receive additional discretionary funding as the year progresses. She asked the airport sponsors advise their respective FAA program managers of their entitlement intentions in writing. Ms. Ganley noted that grant applications are due by August 10<sup>th</sup>. Airport sponsors should confirm their intent to take a grant by July 23<sup>rd</sup>. She mentioned that Engineering Brief 59 covers recently adopted changes to taxiway and signage markings. Ms. Ganley added that CCR system registration will be required this year as part of the grant assurances. She noted that new GIS survey requirements will apply to all safety projects that begin this year. Information on this requirement is available on the FAA website or by contacting your project manager at the ADO. Ms. Ganley reported that all Wildlife Assessment or Wildlife

Management Plan applications should be submitted as soon as possible. Mr. Cox asked about the use of entitlement funds for Wildlife Plans. Ms. Ganley stated that the FAA is completing some internal discussion on policy regarding these projects but expects to begin funding them very soon. Mr. Cox asked that the FAA include all appropriate agencies in dissemination of the new CCR requirements noting that these processes are often handled by cities or counties on behalf of an airport.

## 6. Old Business

- **CFASPP Statewide By-laws Review** – Chair Jewsbury stated that he asked the committee members to review the by-laws following the last meeting. Chair Jewsbury then completed a brief review of the proposed comments/changes with the assistance of the Administrator. After a brief discussion, Chair Jewsbury asked for a motion to approve the by-laws with the proposed changes. Vice-chair Lindner made a motion to accept the by-laws that was approved by a unanimous vote of the members present.

## 7. New Business

- **Student Involvement in CFASPP** – Chair Jewsbury stated that he would like to make a small outreach effort to colleges and universities around the state to encourage participation from aviation students in the CFASPP program. Mr. Treudt stated that students would be welcome to attend and participate in the process and that he would be happy to assist with this effort.
- **Election of a new Vice-chairperson** – Chair Jewsbury noted that Vice-chair Todd Lindner would be taking over as Chair of the CFASPP Statewide Committee beginning at the next meeting in July. He asked the committee for nominations to fill Mr. Lindner's position as Vice-chair. Mr. Gary Duncan nominated Mr. Gene Conrad from the Lakeland Linder Regional Airport for the position. Mr. Conrad's nomination was seconded by Mr. Todd Cox and approved by a unanimous vote of the committee members present.

## 8. Open Forum

- **CUTR Airport Leadership Program** – Mr. Michael Audino from the Center for Urban Transportation Research (CUTR) at USF addressed the group on a proposed Airport Leadership Program for aviation staff members. The program would be a partnership between FDOT, FAC and CUTR working to create and deliver a curriculum to airport members. The curriculum would likely include specialized training in self management, communications, relationship building and culture development. Mr. Audino stated that they hope to have the first classes underway later this year. Mr. Chris Rozansky asked about the cost of attending the proposed program. Mr. Audino stated that it's hard to pinpoint the exact cost at this point but the course fee will likely be in the \$200-\$250 range.
- **Florida Airports Council (FAC)** – Mr. Bill Johnson updated the group on activities underway at FAC including this morning's presentation on Engineered Materials Arresting Systems (EMAS). The seminar was taped and will be available for viewing on the FAC website once production is complete. He stated that a second seminar on noise complaints at smaller airports will be held following the CFASPP meeting. Mr. Johnson stated that the legislative session is now complete and it was a positive one for aviation. He mentioned that legislation containing language that will simplify the stormwater permitting process is expected to be signed into law. He noted that

it has been determined that FBO's that lease property in Florida should not pay ad valorem taxes but the Florida Department of Revenue *has* been attempting to collect intangible tax from these entities. This procedure has now been restricted by a bill recently signed into law by the governor. Mr. Johnson mentioned that the FAC Annual Conference will be held in Naples beginning on July 22<sup>nd</sup>. Information on the conference will be available on the FAC website ([www.floridaairports.org](http://www.floridaairports.org)) in the near future.

9. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is July 21, 2012 at the host hotel for the FAC Annual Conference. The meeting will begin at 1 p.m. and specific information on the meeting venue will be available at [www.CFASPP.com](http://www.CFASPP.com) once the location is confirmed.
10. **Adjournment** – Hearing no further business for the committee to consider, Chair Jewsbury adjourned the meeting at approximately 2:40 p.m.