

**Meeting Minutes  
CFASPP STATEWIDE  
STEERING COMMITTEE MEETING  
November 15, 2012, 1:00 PM  
Tampa International Airport**

1. **Call To Order / Introductions** —Chair Todd Lindner 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>
Todd Lindner, Chair	Statewide Chair	Jacksonville Aviation Authority
Gene Conrad, V-Chair	Central Chair	Lakeland Linder Regional Airport
Todd Cox	West Central V-Chair	Hillsborough County Aviation Authority
Kevin McNamara	East Central Chair	Greater Orlando Aviation Authority
Melinda Crawford*	Northwest Chair	Pensacola Gulf Coast Regional Airport
Chris McArthur*	Southeast Chair	Miami-Dade Aviation Department
George Stokus	Treasure Coast Chair	Witham Field
Gary Duncan	Southwest Chair	Lee County Port Authority
Allan Penksa	North Central Chair	Gainesville Regional Airport
<i>Other Airports Represented</i>		
Mike Handrahan	West Central	Zephyrhills Municipal Airport
Lloyd Tillmann	West Central	St. Petersburg-Clearwater Intl. Airport
Bryant Garrett*	East Central	Orlando Sanford International Airport
David Dunkley*	Northeast	Jacksonville Aviation Authority
Lisha Harris*	Northeast	Jacksonville Aviation Authority
George Speake*	East Central	Orlando Sanford International Airport
Carl Schweizer*	East Central	Daytona Beach International Airport
Josh Philpott	Southwest	Lee County Port Authority
Mark Stuckey	Southwest	Sarasota-Manatee Airport Authority
Christina Hummel	West Central	MacDill AFB

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Aaron Smith	FDOT State Aviation Manager
Ray Clark	FDOT District 7
Jim Wikstrom	FDOT District 5
Autumn Young	VHB
Paul Willkes	Appraisal Development Intl.
Jennifer Ganley*	FAA Orlando ADO
Phil Jufko	Michael Baker Jr., Inc.
Tim Parker	Hanson Professional Services
Neil Cosentino	Global Airports International
Brian Clark	C&S Companies
Bob Minter*	AOPA
Alex Kolpakov	CUTR-USF
Sabina Mohammadi	AID, Inc.
Lee Lewis*	AVCON, Inc.
Sandeep Singh	AVCON, Inc.
Jack Thompson	C&S Companies
Lisa Mastropieri	AID, Inc.
Barbara Severs	AID, Inc.
Buck McLaughlin	CFRPC
Kelly Cleppler	Kimley-Horn & Associates

Nick Nesta	N2 Aviation Strategies
Michael Audino	CUTR-USF
Kelli Piercy	URS, Inc.
Mike Arnold	ESA, Inc.
Mark Kistler	Michael Baker Jr., Inc.
Tricia Fantinato	TKDA, Inc.
Julie Sullivan	ESA, Inc.
Paul Piro	R.W. Armstrong, Inc.
Justin Edwards	HTA, Inc.
Michael Devoy	R.W. Armstrong, Inc.
Harry Downing	CDM Smith, Inc.
Erik Treudt	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

\*Via Teleconference

2. **Approve Last Minutes** – Chair Lindner asked for a motion to approve the last minutes. A motion to approve the minutes was made by Vice-chair Gene Conrad, seconded by Mr. George Stokus and passed by a unanimous vote of the members present.
3. **Regional Chairpersons Roundtable**
  - **Business Opportunity Identification Process for Airports** – Vice-chair Conrad noted repeated difficulties with the process by which airports learn about business opportunities via Enterprise Florida. He stressed the importance of having a streamlined process in place to help potential business partners identify and recognize airports which have appropriate available facilities. Committee discussion on the matter centered on the idea that the ability to capture revenue from the development and leasing of property is key to a sponsor's ability to fund and implement a long term capital improvement program. Following the discussion, Chair Lindner and the group expressed a desire to organize a meeting with Enterprise Florida representatives during the upcoming legislative session to discuss the existing process and potential improvements. Mr. Treudt stated that he would be happy to offer assistance to the committee as necessary to arrange a meeting or other contact with Enterprise Florida.
  - **FAA Grant Drawdown Policy** – Mr. Penksa stated that this issue came up in the North Central Region and he noted that enforcement of this policy will require sponsors to front any unplanned amount of excess funds while they await project closeout. Some sponsors may have to incur additional expenses to secure loans or lines of credit to bridge the cash flow gap resulting from this policy. Mr. Treudt then read a statement on this matter from Ms. Jennifer Ganley of the FAA Orlando ADO. Ms. Ganley joined the teleconference later in the meeting and expanded on the statement she provided to Mr. Treudt. She mentioned that the FAA ADO management is aware of the issues associated with the enforcement of this policy and it has been elevated to the Southern Region for additional consideration and a possible solution.
4. **FDOT Aviation**
  - **Project Updates**
    - **RFP for Statewide Pavement Marking** - Mr. Treudt stated that this RFP has been released and responses are due on 12/4/2012 with a successful firm chosen by mid month. The FDOT has extended the current contract with Hi Lite

- Markings, Inc. by up to six months to cover activities in process while the new contract is finalized.
- **FASP 2025 Regional Overviews** – Mr. Treudt mentioned that the first draft was released during the last round of meetings and a lot of positive inputs have been received by FDOT. He stated that CFASPP committee members will be afforded a final review opportunity later this month. The final documents are expected to be printed in December.
  - **Proposed Amendment to Chapter 333** - Mr. Treudt noted that a final stakeholders meeting was recently held in Tampa and the project is approaching completion. Interested parties may contact Mr. Sergey Kireyev at the FDOT Aviation Office for additional/specific information on the project.
  - **Leadership Development Course** – Mr. Treudt provided the committee with some background on this project and then introduced Mr. Michael Audino from the Center for Urban Transportation Research at USF. Mr. Audino stated that the initial course is scheduled to be held in February 2013. The registration cost will be \$100 and at this point approximately 15 people have indicated an interest in attending to the Florida Airports Council (FAC). Each course will be limited to 20 attendees and FAC is coordinating the registration effort. After a few questions from the committee, Mr. Audino explained the target audience for the course and the difference between this course and AAE studies for airport managers. He noted that this course will focus more on broad leadership skills development than specific airport operational activities.
  - **Return on Investment (ROI) Study** – Mr. Harry Downing updated the group on this project which is just getting underway. He wanted to stress to the committee members that ROI does not equal economic impact. He noted that this effort will analyze some of the larger projects at airports around the state at both commercial service and GA airports. Mr. Duncan asked for additional clarification on the methodology behind the project. Mr. Treudt answered noting that this is not a ranking system but more of an internal function for the State to identify projects. Mr. Duncan was concerned that the report may improperly skew the benefits of economic projects (hangars) when compared to preservation type projects (runway overlays). Mr. Stokus asked if rural vs. urban multipliers have been considered as part of the project model. Mr. Downing stated that he would have to look into that and report back to the committee.
  - **GA Security Assessment** – Mr. Jim Wikstrom updated the committee on this project noting that the purpose is to obtain an inventory of existing facilities and equipment in order to properly plan for improvements and upgrades. He then introduced Mr. Kelly Cleppler from KHA to update the committee on project progress to date. Mr. Cleppler reported that 85 airports were visited and the final reports are expected to be released in January. As with all security sensitive information the document distribution will be limited to appropriate personnel. He mentioned that they have been able to identify and explore some generic best management practices that may be useful as shared information among the airport community. Mr. Wikstrom thanked the airport sponsors for their cooperation with the project and entertained questions. Mr. Cox asked about the relationship between this project and the TSA re-write of the security assessment document completed in 2004. Mr. Wikstrom stated that this project was based on modeling a Florida specific version of that document.
  - **Freight Mobility and Trade Plan** – Mr. Treudt updated the group on this project noting that a number of listening sessions were conducted during August and early September. He then reviewed the project schedule identifying a number of

steps and milestones enroute to completion in July 2013. Participants may visit <http://www.freightmovesflorida.com/home.aspx> for additional information on this project.

- **FDOT District Announcements – None**
5. **FAA ADO Comments / Presentations –** In addition to her comments on the project funding issue Ms. Ganley updated the group on a few other items of interest from the FAA. She briefed the group on an upcoming Sponsor Risk Management project that will assess a sponsor's ability to properly handle FAA grant funds. She noted that the FAA Asset Study was completed in May.
6. **Old Business/New Business**
- **FAA Airports GIS (AGIS) and Electronic ALP (eALP) Program –** Chair Lindner briefed the group on this FAA program highlighting the transition requirements outlined in a memorandum dated August 23, 2012. Following a question from Chair Lindner, Ms. Ganley confirmed that “safety critical” projects will require immediate compliance with the new AGIS standards regardless of airport category. Other projects will follow the transition timeline outlined in the above referenced memorandum.
  - **Obstruction Removal Enforcement Update –** Mr. Penksa stated that this is still an issue for his airport and others in his region. Mr. Todd Cox showed the group an aerial photo of Tampa Executive Airport and noted difficulties in removing nearby trees to comply with licensing standards. He encouraged the FDOT to assist in this matter if at all possible. Mr. Treudt stated that a project to update Chapter 333 F.S. is in the final stages. He stated that he would need to check with Mr. Sergey Kireyev (FDOT Project Manager) to see if any of the changes proposed will provide some land use relief to affected airports.
  - **Republican National Convention (RNC) Aviation Recap –** The group only briefly discussed this item noting that the convention was successful and no aviation incidents occurred. Vice-chair Conrad mentioned that many of the U.S. Secret Service personnel were staying at Lakeland area hotels during the event. Following the convention they departed from the Lakeland Linder Regional Airport to prepare for the Democratic National Convention (DNC) in Charlotte the following week.
7. **Open Forum**
- **AOPA –** Mr. Bob Minter introduced himself as the Southern Region representative for AOPA. Mr. Minter stated that he was glad to participate in the meeting but had no additional comments for the group.
  - **FASTA -** Mr. Neil Cosentino spoke to the group about the need to develop Global Airports in Florida. He stated that his group is behind an effort to require that unmanned flight vehicles be equipped with blue anti-collision lights to distinguish them from normal aircraft. Mr. Cosentino also mentioned that “Flight 2014” is planned to be held in Tampa from December 30, 2013 – January 7, 2014 to celebrate the first commercial aviation flight.

8. **Time & Place Next Meeting** – Chair Lindner noted that the next scheduled meeting of the CFASPP Statewide Steering Committee is scheduled for April 3, 2013 at Orlando International Airport beginning at 1 p.m.
  
9. **Adjournment** – Hearing no further business for the committee to consider, Chair Lindner adjourned the meeting at approximately 2:46 p.m.