

**Meeting Minutes  
CFASPP STATEWIDE  
STEERING COMMITTEE MEETING  
July 27, 2013, 1:00 PM  
Walt Disney World Contemporary Resort**

1. **Call To Order / Introductions** —Chair Todd Lindner called the meeting to order at 1:06 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         |
| Allan Penksa                      | North Central Chair  | Gainesville Regional Airport            |
| Tracy Stage                       | Northwest Chair      | Okaloosa County Airports                |
| Kevin McNamara                    | East Central Chair   | Greater Orlando Aviation Authority      |
| George Stokus                     | Treasure Coast Chair | Witham Field                            |
| Todd Cox                          | West Central Chair   | Hillsborough County Aviation Authority  |
| Gary Duncan                       | Southwest Chair      | Lee County Port Authority               |
| Cindy Barrow                      | Central V-Chair      | Bartow Municipal Airport                |
| <i>Other Airports Represented</i> |                      |                                         |
| Ryan Frost                        | Southwest            | Naples Municipal Airport                |
| Tom Jewsbury                      | West Central         | St. Petersburg-Clearwater Intl. Airport |
| Steve Borowski                    | East Central         | Brevard County – Valkaria Airport       |
| Mikko Huttunen                    | East Central         | Greater Orlando Aviation Authority      |
| James Parish                      | Southwest            | Charlotte County Airport Authority      |
| Lloyd Tillmann                    | West Central         | St. Petersburg-Clearwater Intl. Airport |
| Nina Demeo                        | Southeast            | Broward County Aviation Department      |
| Bryant Garrett                    | East Central         | Orlando Sanford International Airport   |
| Kerry Keith                       | Southwest            | Naples Municipal Airport                |
| John Wiatrak                      | Treasure Coast       | St. Lucie County International Airport  |
| Matt Grow                         | North Central        | Ocala International Airport             |
| George Speake                     | East Central         | Orlando Sanford International Airport   |
| Mike Handrahan                    | West Central         | Zephyrhills Municipal Airport           |
| Carl Schweizer                    | East Central         | Daytona Beach International Airport     |
| Karen Feaster                     | East Central         | Daytona Beach International Airport     |
| Leo Treggi                        | East Central         | Leesburg International Airport          |
| Bryant Garrett                    | East Central         | Orlando Sanford International Airport   |
| Mark Stuckey                      | Southwest            | Sarasota-Manatee Airport Authority      |
| Eric Menger                       | Treasure Coast       | Vero Beach Municipal Airport            |
| Diane Crews                       | East Central         | Orlando Sanford International Airport   |
| Larry Dale                        | East Central         | Orlando Sanford International Airport   |

In addition, the following people were in attendance:

| <b>Name</b>     | <b>Representing</b>                     |
|-----------------|-----------------------------------------|
| Aaron Smith     | FDOT State Aviation Manager             |
| Andy Keith      | FDOT Aviation Development Administrator |
| Jim Wikstrom    | FDOT District 5                         |
| Allison McCuddy | FDOT District 5                         |
| Bill McGrew     | Atkins Global, Inc.                     |
| Brad Dunn       | Hi-Lite Markings, Inc.                  |
| Bill Johnson    | Florida Airports Council                |
| Mark Jansen     | AID, Inc.                               |
| Heath Jenkins   | Hatch Mott MacDonald, Inc.              |
| Bart Vernace    | FAA Orlando ADO                         |

|                  |                              |
|------------------|------------------------------|
| Rebecca Henry    | FAA Orlando ADO              |
| Tim Parker       | Hanson Professional Services |
| Justin Edwards   | HTA, Inc.                    |
| Craig Sucich     | Atkins Global, Inc.          |
| Mary Soderstrum  | AVCON, Inc.                  |
| Jill Capelli     | Kimley-Horn & Associates     |
| Jon Sewell       | Kimley-Horn & Associates     |
| Rob Hambrect     | AVCON, Inc.                  |
| Lee Lewis        | AVCON, Inc.                  |
| Robert Palm      | AVCON, Inc.                  |
| Jack Thompson    | C&S Companies                |
| Lisa Mastropieri | AID, Inc.                    |
| Neil Cosentino   | FASTA                        |
| Bob Ori          | PTI, Inc.                    |
| Phil Jufko       | Michael Baker, Jr., Inc.     |
| Thomas Murphy    | Woolpert, Inc.               |
| Hilary Maull     | AVCON, Inc.                  |
| Jim Kriss        | AVCON, Inc.                  |
| Dave Bardt       | Kimley-Horn & Associates     |
| Jerry Roberts    | PTI, Inc.                    |
| Jack Mayfield    | Pond & Company               |
| Tim Shea         | AVCON, Inc.                  |
| Mark Kistler     | Michael Baker Jr., Inc.      |
| Tricia Fantinato | TKDA, Inc.                   |
| Michael C. Moon  | Hanson Professional Services |
| Steve Ferrell    | HDR, Inc.                    |
| Lauren Farrell   | City of Tavares              |
| Harry Downing    | CDM Smith, Inc.              |
| Erik Treudt      | FDOT Aviation System Manager |
| Dan Afghani      | CFASPP Administrator         |

2. **Approve Last Minutes** – Chair Lindner asked for a motion to approve the last minutes. A motion to approve the minutes was made by Mr. Allan Penksa, seconded by Mr. George Stokus and passed by a unanimous vote of the members present.
3. **Regional Chairpersons Roundtable**
  - **TSA Exit Manning Handover Issue** – Mr. Gary Duncan updated the group on this issue noting that the TSA has proposed to handover security exit manning responsibilities to airport sponsors beginning on January 1, 2014. He stated that a FAC Security Committee survey has estimated that the cost to man the exits at airports around the State will run from \$165,000 to over \$3 million annually. Mr. Duncan noted that TSA has been receiving funds from airlines to cover this cost for a number of years now. He added that the Airlines for America Group is opposing the proposal and letters of objection have also been sent to legislators from FAC, ACI and other industry organizations. Mr. Duncan encouraged the airport members to make contact with their legislators in an effort to prevent this proposal from becoming policy.
  - **Proposed Inventory of Approach/Tree Clearing Regulations** – Mr. Allan Penksa updated the group on this issue noting that a number of airports in the North Central Florida CFASPP Region are experiencing issues clearing trees from approach

- surfaces. Mr. Penksa explained that airport members in the region are interested in feedback from other airports around the State on the merits of pursuing some type of action on this issue. While the North Central Committee had discussed a possible inventory to determine if regulations were being applied uniformly across the State, an educational effort may also be a starting point. Mr. Penksa stated that the environmental impact of tree cutting is usually fairly limited and some discussion with regulatory agency personnel on the actual impacts may be useful. Mr. Cox reported that they have had some issues with trees on Runway 05/23 at Tampa Executive Airport noting that approval for tree removal has been tough to secure. Mr. Penksa added that GPS approaches are necessitating improved and larger safety areas at smaller airports. Chair Lindner stated that three (3) airports in the Jacksonville Aviation Authority (JAA) system are dealing with tree issues at the moment. Mr. Kevin McNamara stated that utility companies might be a useful resource for the implementation of a tree clearing plan noting that they accomplish a lot of tree removal on private property. State Aviation Manager Mr. Aaron Smith noted that Mr. David Roberts and his staff within the Operations Section of the FDOT Aviation Office are prepared to assist airports with questions/issues related to approach clearing. The committee agreed that it might be appropriate to develop a plan to educate various regulatory agencies on the safety concerns that approach surface obstructions create. Mr. Erik Treudt noted that the FDOT would be happy to assist the committee with development of this effort as appropriate.
- **FAA Transfer of AIP Funds for Operational Expenses** – Mr. Tracy Stage reported that this is another issue related to sequestration and it has resulted in the transfer of \$253 million in AIP funds to Operations and Maintenance. Mr. Stokus stated that many airport members are concerned that this move sets a bad precedent that cannot be beneficial to airports. Mr. Cox stated that he attended the General Aviation Conference in Chicago and noted Phase 2 of the FAA's General Aviation Asset Study is nearly complete. Phase 2 will result in the reclassification of a number of airports and this along with the transfer of AIP funds may be signaling changes in the way FAA funds are allocated to airport projects. Mr. Bart Vernace of the FAA Orlando ADO stated that the money in question is in fact a significant amount of the discretionary funds pot. He added that this might be the first year they fail to fund all of the projects on their identified discretionary list. Mr. Penksa noted that AIP projects bring jobs to communities. He encouraged the airport members to monitor this issue and contact their legislators in an effort to ensure that the transfer of AIP funds to O & M does not become an accepted practice.
  - **Proposed Closure of ATC Facilities in Contract Tower Program** – Chair Lindner began discussion on this issue by noting that the \$253 million in transferred AIP funds is not being used to fund tower operations. He noted that fourteen (14) non-federal towers in Florida were marked for closure along with two (2) federal towers. Mr. Stokus noted that funding for the Contract Tower Program is shown in most budget proposals but that doesn't mean it will remain in a final version. Mr. Duncan noted that an increase in Passenger Facility Charges (PFC) was blocked and this was not helpful considering that other types of funding are now being cut and/or reallocated. Mr. Vernace noted that an \$8 PFC charge appears in the President's budget but not in either Congressional version.

#### 4. FDOT Aviation

- **General Statewide Items**

- **Statewide Airport Runway-Taxiway Marking Contract** – Mr. Treudt stated that the scope for this project is currently being revised. He added that they intend to select more than one (1) contractor for this project and are hoping to complete the advertisement and selection in the next few months. Mr. Stage suggested that contract items for striping adjacent to the terminal/gate area would be very helpful. Mr. Treudt noted Mr. Stage's request for consideration during the scope development process.
- **FDOT Aviation Office Website** – Mr. Treudt showed the group the recently updated Aviation Office web page. He noted that the new page can be accessed via the original address – [www.dot.state.fl.us/aviation](http://www.dot.state.fl.us/aviation).
- **Statewide Airfield Pavement Management Program** – Mr. Treudt reported that Phase 1 of the inspections is now underway. 65% of the inspections are complete and the rest should be finished by the end of October.
- **Aviation Stormwater Management Program** – Mr. Treudt reported that the Stormwater General Permit Rule is expected to be published in September 2013. He added that the FAA recently announced a stormwater grant for a major project at the Naples Municipal Airport.
- **Florida Aviation Professionals Academy** – Mr. Treudt announced that after receiving a number of positive comments on the first round of Airport Leadership Development classes, they are establishing a Florida Aviation Professionals Academy. The academy will expand the availability of courses that airport professionals and their elected officials may find helpful. If you have an idea for a course please contact Mr. Treudt at the FDOT Aviation Office at the earliest opportunity.

- **Aviation Office Projects/Information**

- **Florida Freight & Mobility Trade Plan** – Mr. Treudt reviewed a slide presentation on the recently completed Florida Freight & Mobility Trade Plan. He noted that the plan focused on identifying key elements of the freight system and the issues that may impact the system in the future. He reviewed the Draft Objectives & Strategies and then covered Chapter 5 of the Plan, which outlines the infrastructure investment process. He invited the participants to visit the Logistics Portal at [freightmovesflorida.com](http://freightmovesflorida.com) for additional project information. He then reviewed the Freight Coordinators and contact information for each FDOT District.
- **Florida Aviation Project Handbook** – Mr. Treudt reviewed a number of slides on this project noting that the final products consist of the Project Handbook and the Project Handbook Primer. Mr. Treudt continued his presentation covering the various types of projects that are eligible for funding under the Florida Aviation Grant Program and the ratios applicable to both general aviation and commercial service airports. He then reviewed the Strategic Intermodal System (SIS) and the various types of projects that are eligible for SIS funding. Mr. Treudt then updated the group on a few other project funding sources including the State Infrastructure Bank (SIB), Transportation Regional Incentive Program (TRIP) and Rural Economic Development Initiative (REDI). Mr. Treudt invited those with questions on this project to contact him at the FDOT Aviation Office.

- **Airports Rates and Charges Analysis** – Mr. Treudt reported that this project is on-going and a number of airports are in the process of completing their online surveys. He stated that the survey data will be analyzed over the next couple of months and a final report will then be developed with expected completion in November.
  - **GA Business Plan Guidebook** – Mr. Treudt noted that the project team participated in the last round of CFASPP meetings and conducted a number of stakeholder interviews. He stated that there are still two (2) Technical Advisory Committee (TAC) meetings scheduled and development of the guidebook is underway. The TAC will review the draft guidebook and the final version is expected to be rolled out during the CFASPP Statewide Meeting at FAC 2014 in Jacksonville.
  - **Aviation Program Funding FY 2013-14** – Mr. Treudt stated that Governor Scott has signed SB1500, which identifies \$160,344,697 for aviation projects in FY14. Mr. Treudt noted that approved SIS funding for FY14 totals \$34,778,500 and \$21,000,000 has been allocated for spaceport projects.
  - **Legislative Items** – Mr. Smith updated the group on a number of legislative items of interest. He stated that a revised version of Chapter 333 F.S. will not be presented for adoption during the 2014 legislative session but is expected to move forward in 2015. Mr. Smith mentioned that Chapter 14-60 of the Florida Administrative Code (F.A.C.) will be under review during the next fiscal year. Noting the earlier discussion, he reminded the participants that Mr. David Roberts and his staff handle issues related to Chapter 330 and 333 F.S. as well as 14-60 F.A.C. He encouraged the airport sponsors to contact the FDOT Aviation Office anytime they have questions on approach clearing or other items related to these statutes/codes.
  - **FDOT District Announcements** – None.
5. **FAA ADO Comments / Presentations** – Mr. Bart Vernace began his remarks by introducing Ms. Rebecca Henry as the new Assistant Manager of the Orlando ADO. He stated that the differing congressional budget proposals discussed earlier may in fact result in yet another continuing resolution. He stated that “Geo-balancing” of the FAA ADO’s is on-going and he noted that the Orlando ADO will be handing the “Islands” off to the Atlanta ADO in the near future. The Program Manager currently handling those airports will remain in Orlando and will ultimately begin managing airports in Florida. He mentioned that they will be advertising a Community Planner position in August. Mr. Vernace added that they are seeking approval to conduct a sponsor/consultant workshop in the fall. He mentioned that current guidance dictates that RPZ changes prohibit the introduction of any new incompatible uses and a number of other identified items will require evaluation by the FAA. Questions on the RPZ guidance can be addressed to the appropriate FAA Program Manager. Mr. Vernace stated that Project Risk Assessments will be completed for each sponsor over the next two (2) years. Sponsors will be rated on their project handling capabilities and assigned a category from nominal to high risk. He stated that LED High Intensity Runway Lights (HIRLS) are not eligible for FAA AIP funding. He called the airport members attention to Program Guidance Letter (PGL) 13-05 which explains that separate bids are now required for most sole source items. Mr. Ryan Frost asked about lighting control upgrades for existing systems. Mr. Vernace stated that he would look into the particulars of this issue and report back. In closing, Mr. Vernace thanked the airport community for working with

the ADO to meet the ever increasing amount of documentation and other requirements related to grant management.

6. **Old Business/New Business**

- **Maintenance Equipment Funding Eligibility** – Mr. Larry Dale explained that maintenance equipment is an essential part of controlling wildlife at airports. For example, the ability to keep the grass properly mowed reduces the amount of birds present in the Runway Safety Area (RSA). As a result, it is his opinion that this type of equipment should be eligible for FDOT project funding at appropriate levels by airport.
- **Amendment of Restricted Areas R-2910 and R-2907A/B** – Chair Lindner noted that Mr. Ron McNeal of FACSFAJAX had provided some slides depicting the changes to Restricted Areas R-2910 (Pinecastle) and R-2907A/B (Lake George). With the assistance of the slides, Chair Lindner explained the changes to this significant area of military airspace in Northeast and North Central Florida noting that they will take effect on August 22, 2013.

7. **Open Forum**

- **Don Silvernell Retirement** – Mr. Cox reported that Mr. Don Silvernell retired from the Hernando County Airport at the beginning of July. He mentioned that Mr. Kevin Daugherty, formerly of the Frederick Municipal Airport in Maryland has been appointed to replace Mr. Silvernell.
- **USF - Center for Urban Transportation Research (CUTR) Airport Leadership Class** – Mr. Duncan reported that he attended the class earlier in the year and highly recommends it for interested aviation professionals.

8. **Time & Place Next Meeting** – Chair Lindner stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is scheduled for November 13, 2013 at Tampa 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 2:47 p.m.