

**Meeting Minutes
CFASPP STATEWIDE
STEERING COMMITTEE MEETING
November 13, 2013, 1:00 PM
Tampa International Airport**

1. **Call To Order / Introductions** --Vice-chair Gene Conrad called the meeting to order at 1:05 p.m. and asked all in attendance to introduce themselves.

Name	Region	Representing
Gene Conrad, V-Chair	Central Chair	Lakeland Linder Regional Airport
Allan Penksa	North Central Chair	Gainesville Regional Airport
Andrea Kvech	Northwest V-Chair	Pensacola International Airport
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
Ellen Lindblad*	Southwest Chair	Lee County Port Authority
Chris McArthur*	Southeast Chair	Miami-Dade Aviation Department
<i>Other Airports Represented</i>		
Mike Iguina	West Central	St. Petersburg-Clearwater Intl. Airport
Richard Lesniak	West Central	Albert Whitted Airport
Christina Hummell	West Central	MacDill AFB
Ty Small	Central	MacDill AFB - Avon Park Range
Lloyd Tillmann	West Central	St. Petersburg-Clearwater Intl. Airport
Quincy Wylupek	North Central	Citrus County Airports
Kevin Daugherty	West Central	Hernando County Airport
Josh Philpott*	Southwest	Lee County Port Authority
John Wiatrak*	Treasure Coast	St. Lucie County International Airport
Lionel Guilbert	Southwest	Sarasota-Manatee Airport Authority
Eric Menger*	Treasure Coast	Vero Beach Municipal Airport

In addition, the following people were in attendance:

Name	Representing
Alex Kolpakov	USF-CUTR
Andy Keith	FDOT Aviation Development Administrator
Ray Clark	FDOT District 7
Brian Hunter	FDOT District 7
Kelly Rubino	EG Solutions
Brenda Tillmann	TLC, Inc.
Steven Reich	USF-CUTR
Krista Grotte	PTI, Inc.
Mike Alberts	ESA Airports
Scott Sindel	ESA Airports
Bud Whitehead	Hillsborough MPO
Ted Buckley	Amherst Consulting, Inc.
Sabina Mohammadi	AID, Inc.
Michael Floyd	Parrish & Partners
Jon Sewell*	Kimley-Horn & Associates
Lisa Mastropieri	AID, Inc.
Neil Cosentino	FASTA
Bob Ori	PTI, Inc.
Phil Jufko	Michael Baker, Jr., Inc.
Sandeep Singh	AVCON, Inc.

Tim Shea	AVCON, Inc.
Mark Kistler	Michael Baker Jr., 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 Mr. Allan Penksa, seconded by Mr. George Stokus and passed by a unanimous vote of the members present.
3. **Regional Chairpersons Roundtable**
 - **Community Development Block Grant (CDBG) Conditions** – Mr. Stokus updated the committee on CDBG grants, which are managed by the Florida Department of Economic Opportunity (DEO). He noted that the grants require the sponsor to make rent payments on the funded facility for the useful life of the structure. This can be a commitment of 50-60 years and greatly reduces the appeal of accepting this type of grant. Mr. Stokus noted that similar HUD grants require a rent payment period of only five (5) years. He added that a five (5) year term would be more appropriate for the CDBG grants and he stated that he plans to work with HUD to explore available options to align the HUD and CDBG grant requirements.
 - **Environmental Mitigation on Public Land** - Mr. Stokus reported on this issue that was raised by Ms. Kathy Scott at the Treasure Coast meeting. It seems that recent legislation has made it more difficult for sponsors to complete required mitigation on public land. This is not good news for airports that do not have the funds to purchase credits at private land banks and may ultimately halt additional development at smaller facilities. Mr. Treudt reported that Ms. Scott has been seeking additional information/clarification on the new regulations from the South Florida Water Management District (SFWMD).
 - **Unmanned Flying Objects Near Airports (Chinese Lanterns)** - Mr. McNamara reported that sponsors in the East Central Florida Metropolitan Area are still dealing with launches of these unmanned flying objects near airports. He added that the sponsors have had more success in combating these launches via local fire departments than via the FAA.
4. **FDOT Aviation**
 - **General Statewide Items**
 - **Statewide Airport Runway-Taxiway Marking Contract** – Mr. Treudt stated that an RFP for this project has been released. He then showed the group how to search for the advertisement for the new contract on the web. He noted that the deadline for receipt of bids is November 21, 2013. He added that they expect to select multiple firms to insure a wide range of coverage throughout the state. Mr. Treudt thanked the committee and the other airport sponsors in attendance for their assistance with development of the contract scope. Mr. Penksa asked Mr. Treudt if the new contract would include a scope item for rubber removal. Mr. Treudt answered in the affirmative and added that a non-chemical high-pressure option has also been added as an option for rubber removal.

- **Florida Aviation Professionals Academy** – Mr. Treudt announced that they are still compiling ideas for professional development courses and expect to release an RFP in the near future. He invited participants with ideas for courses or questions on the project to contact Mr. Sergey Kireyev at the FDOT Aviation and Spaceports Office.
 - **Aviation Office Projects/Information**
 - **Airports Rates and Charges Analysis** – Mr. Kolpakov updated the group on this project noting that approximately forty-four (44) airports completed the online survey. Mr. Stokus stated that he did not participate in the survey. He reported that he felt it was too long and required too much information to be accurately completed by smaller airports with limited staff. Mr. Chris McArthur agreed with Mr. Stokus's assessment. Mr. Penksa stated that he wasn't concerned with the format as much as the information that was now available to other airport sponsors. Mr. Penksa added that it might be better to report airline statistics as a "cost per enplaned passenger" in future studies. Mr. Cox noted that some airports are currently unable to amend existing contractual agreements and this can skew the survey results in a particular region. Mr. Kolpakov agreed and noted that they compiled a lot of data and presented it in the best format available given the many variables that were reported on the surveys.
 - **Airport Leadership Development Class** – Mr. Treudt updated the committee on this effort noting that the two (2) classes conducted this year received excellent reviews. As a result, two (2) more classes have been planned for February and August 2014. Registration information will be posted on the Florida Airports Council (FAC) website once the dates are finalized.
 - **GA Business Plan Guidebook** – Mr. Jon Sewell of Kimley-Horn and Associates updated the committee on the progress of this project. Mr. Sewell went through a number of slides highlighting the project background and purpose as well as completed and remaining tasks. He noted that the final version of the guidebook would contain Best Management Practice (BMP) options that will accommodate both large and small airports with varying levels of detail. Mr. Sewell added that work on the project would continue into 2014 noting that the final document is scheduled for completion in July.
 - **FASP - Digital Airport Profiles** – Mr. Treudt provided the committee with a short brief on the project purpose and goals. He then introduced Mr. Harry Downing of CDM Smith and asked him to continue with the project briefing. Mr. Downing reviewed the project goals noting that Phase 1 is underway and expected to be complete in December. This phase includes work to develop and eventually implement new technology that will allow airport users to develop their own profile templates, auto-generate airport profiles and access profile information from mobile devices. He stated that Phase 2 will begin in early 2014 and will include the implementation of Phase 1 developments into the Florida Aviation Database (FAD) to allow direct input and editing of profile data.
 - **FDOT District Announcements** – None.
5. **FAA ADO Comments / Presentations** – Vice-chair Conrad reported that Ms. Rebecca Henry was selected as the new Assistant ADO Manager. He reported that the FAA held a Sponsor/Consultant Workshop in Orlando on October 29th.

6. Old Business

- **TSA Exit Lane Handover Proposal** – Mr. Cox reported that they are in standby mode on this issue at Tampa International Airport. He stated that they have a plan to comply with the proposed handover if it's implemented in January. They are trying to avoid making an investment in equipment that may not be needed. The Administrator reported that they are moving forward with a project to comply with the proposal at the Northwest Florida Regional Airport. The committee agreed that most commercial service airports around the state are waiting to see what ultimately happens in January.
- **FAA Proposed Closure of ATC Facilities** – Ms. Andrea Kvech reported that the proposed closure date appears to have been extended until January 15, 2014. Vice-chair Conrad reported that they are still dealing with issues related to the proposed closure of the ATC facility at Lakeland Linder Regional Airport. He stated that they are expecting to have to pay for the air traffic controllers during Sun-N-Fun in April 2014. He added that they will utilize FAA controllers as the size and scope of the event does not lend itself to effective use of contract firms. Vice-chair Conrad noted that the City of Lakeland has suggested that the FAA examine any available options within the program to reduce the total cost as opposed to an outright cancellation. Mr. Eric Menger suggested that the state should be considering available funding options and possible intervention in the event the program ends up going away. Mr. Penksa stated that the proposed shutdown is a bi-partisan concern of which the federal government has not given proper consideration. He encouraged the committee members to continue contacting their legislators regarding this important issue.
- **Approach Obstruction Removal Issue (Tree Clearing)** - Mr. Penksa updated the group on this issue that was originally brought to the committee from the North Central region. Mr. Penksa reiterated the need for the state to assist with this matter if possible. After a lengthy discussion by the committee, Mr. Penksa made a motion requesting that the FDOT Aviation and Spaceports Office consider and where appropriate act and/or report back to the committee on the following issues:
 - **Consider the development of sample BMP language to improve communication between airport sponsors and local government officials.**
 - **Consider options/feasibility of reporting the number and location of airports in Florida that have had approach surfaces compromised by trees or other vegetation.**
 - **Consider options/feasibility of reporting which properties adjacent to airports are currently owned by state agencies.**

Mr. Stokus seconded Mr. Penksa's motion. Following a brief discussion, the motion was passed by a unanimous vote of the committee members present.

7. New Business

- **NAVAID Maintenance Contract** - Mr. Cox stated that is becoming difficult to locate qualified technicians to service airfield NAVAIDS. After a brief discussion between the committee members, Mr. Cox made a motion requesting that the FDOT Aviation and Spaceports Office evaluate and report back (at next meeting) on any available options for the procurement of a Statewide NAVAIDS Maintenance Contract. Mr. Cox's motion was seconded by Mr. Stokus and passed by a unanimous vote of the committee.

8. **Open Forum**

- **FABA** – Mr. McNamara reported that Ms. Paula Raeburn has retired and Mr. Bob Showalter is now handling activities for the FABA.

9. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is scheduled for April 17, 2013 at Orlando International Airport beginning at 1 p.m. Mr. McNamara advised that the Carl T. Langford Board Room is not available that day. As a result the committee elected to leave the time and place of the next meeting open until a suitable date can be determined.

10. **Adjournment** – Hearing no further business for the committee to consider, Vice-chair Conrad adjourned the meeting at approximately 2:59 p.m.