

**Meeting Minutes  
CFASPP STATEWIDE  
STEERING COMMITTEE MEETING  
April 9, 2014, 1:00 PM  
Orlando International Airport**

1. **Call To Order / Introductions** --Chair Todd Lindner called the meeting to order at 1:01 p.m. and asked all in attendance to introduce themselves.

<b>Name</b>	<b>Region</b>	<b>Representing</b>
Todd Lindner	Statewide Chair	Jacksonville Aviation Authority
Gene Conrad	Statewide V-Chair	Lakeland Linder Regional Airport
Quincy Wylupek	North Central Rep.	Citrus County Airports
Andrea Kvech*	Northwest V-Chair	Pensacola International Airport
Kevin McNamara	East Central Chair	Greater Orlando Aviation Authority
George Stokus	Treasure Coast Chair	Witham Field
Lloyd Tillmann	West Central V-Chair	St. Pete-Clearwater International Airport
Ellen Lindblad	Southwest Chair	Lee County Port Authority
Chris McArthur*	Southeast Chair	Miami-Dade Aviation Department
<i>Other Airports Represented</i>		
Emily Underhill	Southwest	Lee County Port Authority
Cindy Barrow	Central	Bartow Municipal Airport
Christina Hummel*	West Central	MacDill AFB
Roy Sieger	East Central	Flagler County Airport
Terry Lloyd*	East Central	Citrus County Airports
Kelly Dollarhide*	Northeast	Jacksonville Aviation Authority
Leo Treggi*	East Central	Leesburg International Airport
John Wiatrak	Treasure Coast	St. Lucie County International Airport
Mikko Huttunen	East Central	Greater Orlando Aviation Authority
Luis Olivero	East Central	Greater Orlando Aviation Authority
Mike Handrahan	West Central	Zephyrhills Municipal Airport
Lillian Tomeau	Southeast	Belle Glade State Airport
Marco Montes de Oca	Southeast	Belle Glade State Airport
Kathy Anderson	East Central	Greater Orlando Aviation Authority

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Aaron Smith*	FDOT State Aviation Manager
Bart Vernace	FAA Orlando ADO
Jennifer Ganley	FAA Orlando ADO
Marisol Elliott	FAA Orlando ADO
Pedro Blanco	FAA Orlando ADO
Andy Keith	FDOT Aviation Development Administrator
Jim Wikstrom	FDOT District 5
Allison McCuddy	FDOT District 5
Laurie McDermott*	FDOT District 4
Justin Ryan	Marion County Growth Services
Hugh Harling	East Central Florida Regional Planning Council
Steve Ferrell	HDR, Inc.
Brad Dunn	Hi-Lite Markings, LLC
Dave Bardt*	Kimley-Horn & Associates
Brent Lenzen	Kimley-Horn & Associates
Doug DiCarlo	PPS

Craig Sucich	Atkins, Inc.
Bill McGrew	Atkins, Inc.
Mary Soderstrum	AVCON, Inc.
Paul Pinault	CDM Smith
Autumn Young-Ward	VHB, Inc.
Tricia Fantinato	TKDA, Inc.
Jay Scalise	Kutchins & Groh
Bill Brooks	HNTB
Jon Sewell	Kimley-Horn & Associates
Michael Moon	Hanson Professional Services
Jill Cappodoro	Quest Corp.
Prateek Sharma	Montgomery Consulting, Inc.
Shane Ingolia	Ricondo & Associates
Sandeep Singh	AVCON, Inc.
Tim Shea	AVCON, Inc.
Wes Teel	Amherst Consulting, Inc.,
Mark Kistler	Michael Baker Jr., Inc.
Mike Arnold	ESA Airports
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. Kevin McNamara, seconded by Mr. George Stokus and passed by a unanimous vote of the members present.
  
3. **Regional Chairpersons Roundtable**
  - **Changes to FEMA Flood Plain Maps** – Mr. Chris McArthur updated the group on this issue, which was discussed at the Southeast Florida Metro Area Meeting. He mentioned that a tenant at the Pompano Beach Airpark had incurred significant costs as a result of required changes to a new hangar project and higher insurance premiums. Mr. McArthur noted that this could have a negative impact on coastal airports if the cost of construction rises as a result of the updated maps. Chair Lindner mentioned that the flood maps have been changed in Northeast Florida as well. He reported that the Jacksonville Aviation Authority has noticed that certain parcels are no longer identified as being in flood plains despite the absence of any quantifiable changes in elevation.
  - **Use of Protected Airspace by Commercial Entities** – Chair Lindner updated the group on a proposal that would result in significant changes to the handling of military airspace in the state. He briefly covered the various types of protected airspace and identified the type of aircraft operations that are currently authorized in each. Chair Lindner explained that if this proposal were adopted, commercial entities would no longer be permitted to conduct flight-testing in protected airspace unless the activity is associated with a federal contract. He noted that the proposal could have a significant economic impact around the state if private firms elect to conduct their testing elsewhere as a result of this policy change. Chair Lindner encouraged the members to monitor this issue and to speak to their legislators regarding the potential negative impacts to the aviation business in our state.

- **Customs and Border Protection (CBP) IT Upgrade Charges** - Chair McNamara reported that the United States Customs and Border Protection (CBP) had initiated a mandatory IT upgrade program at a significant cost to participating "User Fee" facilities. He noted that the upgrade fees have impacted multiple airports in the East Central Florida Metro Area and are reported to range from \$58,000 to \$150,000 depending on the size of the facility.

#### 4. FDOT Aviation

- **General Statewide Items**

- **Statewide Airport Runway Painting Contract** – Mr. Treudt reported that they have executed a contract with Hi-Lite Airfield Services. He showed the participants the location of a web link to the contract information on the CFASPP website. Mr. Treudt invited the airport sponsors to contact him or Mr. Brad Dunn of Hi-Lite Airfield Services for additional information on utilizing the contract.
- **Statewide Airfield Pavement Management Program / Inspection and Distress Repair Training** – Mr. Treudt reported that two training classes would be held this year. The classes will again take place at the FDOT Urban Office in Orlando with fieldwork occurring at Executive Airport. ***He noted that the first class date has been amended and will now be held on June 9<sup>th</sup> to 12<sup>th</sup>.*** The second class will take place from October 6<sup>th</sup> to 9<sup>th</sup>. Mr. Treudt reported that they are expecting to begin Phase 2 inspections in June but are still awaiting FAA funding for that effort. Mr. Treudt mentioned that he is handling this program until a new Airport Engineering Manager is hired and invited participants with questions on the training or inspections to contact him at the FDOT Aviation and Spaceports Office.
- **Economic Impact Study** – Mr. Treudt stated that this project is on going and he referenced a survey that airport sponsors were asked to participate in to support data collection for the project. Mr. Treudt indicated that some airports had been unable to complete the surveys due to short staffing or other time constraints. He added that the project consultant may be able to assist with data collection in these cases. Airports interested in receiving assistance with the survey should contact Mr. Abdul Hatim at the FDOT Aviation and Spaceports Office.
- **General Aviation Airport Business Plan Guidebook** - Mr. Treudt introduced Mr. Jon Sewell from Kimley-Horn & Associates. Mr. Sewell then proceeded to update the group on the purpose of the project and progress to date. He reported that the Technical Advisory Committee (TAC) would review the draft guidebook in May. Mr. Sewell stated that the final version of the guidebook would be complete in June. He noted that presentations on the guidebook and related tools would be given at the Florida Airports Council (FAC) conference and during CFASPP Round 2014-3 in the fall.
- **Scheduled Commercial Air Service Analysis Project** - Mr. Sewell updated the group on this effort noting that the primary purpose of the project is to analyze how Florida ranks for intercontinental and domestic air service in relation to other states and countries. He briefed the group on tasks completed to date and reported that the final report and informational brochure are both expected to be complete in May. He invited participants with questions on the

project to contact him or Mr. Abdul Hatim at the FDOT Aviation and Spaceports Office.

○ **Aviation and Spaceports Office**

- **Strategic Airport Investments Initiative** – Mr. Treudt updated the group on this initiative that is part of the FDOT General Bill (Senate Bill 696). If approved, this initiative would provide up to 100% funding for strategic access and on airport capacity improvements. Approved projects would need to be consistent with state goals for an Integrated Intermodal Transportation System.
  - **Florida Freight Mobility and Trade Plan** – Mr. Treudt updated the group on this project noting that it is now in the Investment Element Phase. He reviewed the requirements for inclusion of a project on the Florida Freight Network. He noted that a series of projects had been pre-loaded from JACIP, SIS and the FDOT Work Program. In order to access the project list, sponsors must obtain a username/password by sending an e-mail to [support@freightmovesflorida.com](mailto:support@freightmovesflorida.com). Mr. Treudt then spoke briefly about the importance of completing the Freight Needs Survey. He asked the airport sponsors to visit <http://survey.freightmovesflorida.com> and fill out the prioritization criteria questions before **June 1, 2014** so FDOT can prioritize projects for review. He reminded the group that there is no funding attached to the Freight Mobility and Trade Plan. This is simply to inform FDOT as they fund future freight projects with existing programs.
  - **Airport Leadership Development Course Update** – Mr. Treudt stated that four (4) classes have now been completed and the response from attendees has been overwhelmingly positive. The classes are held in Tampa and conducted in cooperation with the Florida Airports Council (FAC) and the Center for Urban Transportation Research (CUTR) at USF. The FDOT is planning to sponsor at least one more class in 2014. This is expected to be in the fall but the dates have not been finalized at this point. Mr. Treudt invited participants with questions on the class to contact him at the FDOT Aviation and Spaceports Office.
- **FDOT District Announcements** – Ms. Laurie McDermott reported that FDOT District 4 is preparing to lockdown the JACIP. She added that they are in the process of developing the production schedule for 2015.
5. **FAA ADO Comments** – Mr. Bart Vernace of the FAA Orlando ADO reported that the AIP program is now in full swing noting that the first wave of projects had gone to headquarters for funding. He encouraged the airport sponsors to get pre-applications and applications submitted to their program managers as soon as possible. Mr. Vernace commented on the importance of closing out projects and he thanked the airport sponsors for their assistance in this area. Mr. Vernace reported that the “Delphi” invoicing system would be shutting down for upgrades from the latter part of April until about May 15<sup>th</sup>.

## 6. Old Business

- **Approach Obstruction Removal Issue (Tree Clearing)** – Mr. Treudt noted that at the last meeting, the committee had requested a response from FDOT to three (3) separate items related to this issue.
  - *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. Treudt had prepared a written response from FDOT, which he read at the meeting. The Administrator provided a copy of the written response to each committee member prior to the meeting. In short, Mr. Treudt's written response identified the location of existing resources that contain answers and/or guidance for the committee's questions on obstruction removal.

- **NAVAID Maintenance Contract** - Mr. Treudt reported that he was only able to identify two (2) qualified NAVAID maintenance contractors in Florida. He explained that a statewide contract would not typically be issued to cover a scope where such a limited number of qualified contractors are available to bid on it.
- **FAA Contract Tower Funding** – Vice-chair Conrad reminded the group that this issue is still on going. Funding for these facilities has been secured for this year but is not guaranteed after that. He encouraged the airport sponsors to continue their outreach efforts with legislators and other stakeholders to ensure that funding for the contract towers continues in future years.

## 7. New Business

- **Election of new Chair/Vice-chair** – The Administrator advised the committee that Chair Lindner had completed his term as Chair of the CFASPP Statewide Steering Committee. The Administrator and the group took a moment to thank Chair Lindner for his service over the past two (2) years. He then noted that in accordance with the bylaws, Vice-chair Gene Conrad would become the new Chair without the need for a vote by the committee. Chair Conrad accepted his appointment as Chair of the CFASPP Statewide Steering Committee. Noting that incoming Chair Conrad would need to participate in the next meeting by phone, the Administrator suggested that the committee consider selecting a new Vice-chair at this meeting. Chair Lindner asked for nominations for the position of Vice-chair. Mr. McNamara nominated Mr. Todd Cox of the Hillsborough County Aviation Authority (West Central Florida Metro Area Chair) for the position of Vice-chair of the CFASPP Statewide Steering Committee. Mr. Cox's nomination was seconded by Mr. George Stokus and passed by a unanimous vote of the members present.
- **Wildlife Hazard Assessments** – Ms. Ellen Lindblad asked Mr. Treudt if the FDOT was still considering some type of involvement in wildlife training or assessments. Mr. Andy Keith responded to Ms. Lindblad noting that FDOT had conducted some internal discussions on the matter but nothing has been decided at this point.

8. **Open Forum**

- **Assistance with FAA Form 7460-1 Process** – Mr. Lloyd Tillmann of the St. Pete-Clearwater International Airport noted that a number of airport sponsors are experiencing delays in the approval process for FAA 7460-1 submissions. In certain cases, these delays can impact construction schedules and thereby increase project costs. Mr. Tillmann asked Mr. Vernace if he was aware of the delays and if he may be able to offer any assistance. Mr. Vernace stated that the FAA Orlando ADO is aware of the issue. Mr. Vernace mentioned that he would be on assignment in Washington DC over the next month and would look into the matter further during that time.

9. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is scheduled for August 2, 2014 beginning at 1 p.m. The meeting will be held at the Hyatt Jacksonville Riverfront just prior to the FAC Annual Conference. Once the meeting room/location has been determined, it will be posted on the CFASPP website.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Lindner adjourned the meeting at approximately 2:08 p.m.