

**Meeting Minutes
CFASPP STATEWIDE
STEERING COMMITTEE MEETING
August 2, 2014, 1:00 PM
Hyatt Regency Jacksonville-Riverfront**

1. **Call To Order / Introductions** — North Central Florida Region Chair, Mr. Allan Penksa called the meeting to order at 1:02 p.m. and asked all in attendance to introduce themselves.

Name	Region	Representing
Gene Conrad*	Statewide Chair	Lakeland Linder Regional Airport
Todd Lindner	Northeast Chair	Jacksonville Aviation Authority
Allan Penksa	North Central Chair	Gainesville Regional Airport
Tracy Stage	Northwest Chair	Okaloosa County Airports
Terry Lloyd	East Central V-Chair	Kissimmee Gateway Airport
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
<i>Other Airports Represented</i>		
Chris Curry	Northwest	Tallahassee Regional Airport
David Pollard	Northwest	Tallahassee Regional Airport
Erik Treudt	Northwest	Tallahassee Regional Airport
Andrea Kvech	Northwest	Pensacola International Airport
Matt Grow	North Central	Ocala International – Jim Taylor Field
Kelly Dollarhide	Northeast	Jacksonville Aviation Authority
Carl Schweizer	East Central	Daytona Beach International Airport
Karen Feaster	East Central	Daytona Beach International Airport
Leo Treggi	East Central	Leesburg International Airport
Larry Dale	East Central	Orlando Sanford International Airport
Diane Crews	East Central	Orlando Sanford International Airport
Roy Sieger	East Central	Flagler County Airport
Lauren Farrell	East Central	Tavares Seaplane Base
Ramon Seniorans	East Central	Kissimmee Gateway Airport
Tom Jewsbury	West Central	St. Pete-Clearwater International Airport
Mike Handrahan	West Central	Zephyrhills Municipal Airport
Cindy Barrow	Central	Bartow Municipal Airport
Nan Walsh	Central	Lakeland Linder Regional Airport
Debra Lemke	Southwest	Lee County Port Authority
Gary Duncan	Southwest	Lee County Port Authority
James Parish	Southwest	Punta Gorda Airport
Kerry Keith	Southwest	Naples Municipal Airport
Nina Demeo	Southeast	North Perry Airport
Florence Straugh	Southeast	Fort Lauderdale Executive Airport

In addition, the following people were in attendance:

Name	Representing
Aaron Smith	FDOT State Aviation Manager
Andy Keith	FDOT Aviation Development Administrator
Greg Jones	FDOT Aviation Land Use Manager
Kristi Smith	FDOT District 1
Wendy Sands	FDOT District 1
Barbara Cloud	FDOT District 2

Gene Lamm	FDOT District 2
Laurie McDermott	FDOT District 4
Jim Wikstrom	FDOT District 5
Luis Macias	FDOT District 6
George Boyle	FDOT District 7
Rebecca Henry	FAA Orlando ADO
Brian Teeple	Northeast Florida Regional Planning Council
Sandeep Singh	AVCON, Inc.
Tim Shea	AVCON, Inc.
Robert Palm	AVCON, Inc.
Rob Hambrecht	AVCON, Inc.
Mary Soderstrum	AVCON, Inc.
Hilary Maul	AVCON, Inc.
Jack Thompson	C & S Companies, Inc.
Harry Downing	CDM Smith, Inc.
Kelly Rubino	E G Solutions, Inc.
Scott Brady	E G Solutions, Inc.
Mike Arnold	ESA Airports
Tim Parker	Hanson Professional Services
Sergey Kireyev	Hanson Professional Services
Steve Ferrell*	HDR, Inc.
Brad Dunn	Hi-Lite Markings, LLC
Doug Norman	HTA, Inc.
Wilbur Mathurin	HTA, Inc.
Brian Russell	Michael Baker Intl.
Ryan Hounshell	Michael Baker Intl.
Roland Luster	Passero & Associates
Jerry Roberts	PTI, Inc.
Bob Ori	PTI, Inc.
Krista Grotte	PTI, Inc.
Dave Byers	Quadrex
David Alberts	RS&H
Autumn Young-Ward	VHB, Inc.
Dan Afghani	CFASPP Administrator

*Via teleconference

2. **Approve Last Minutes** – Mr. Penksa asked for a motion to approve the last minutes. A motion to approve the minutes was made by Mr. George Stokus, seconded by Ms. Ellen Lindblad and passed by a unanimous vote of the members present.
3. **Regional Chairpersons Roundtable**
 - **Ground Leases at Municipally Owned Airports** – Chair Conrad briefed the group on this issue, which was discussed at the last Central Florida Region meeting in Bartow. He stated that municipal airports are statutorily limited to a thirty (30) year term for ground leases. He noted that the FAA allows terms of up to fifty (50) years on these types of leases. Chair Conrad stated that this statute puts certain airports at a competitive disadvantage and can result in the potential loss of development revenue. FDOT State Aviation Manager, Mr. Aaron Smith provided the group with some additional background on this issue highlighting the relationship between “Exhibit C” of the FDOT Joint Participation Agreement (JPA) and the Florida Statutes. The committee briefly discussed the issue in an effort to identify an

appropriate course of action. The committee elected to defer any official action in favor of additional offline investigation/discussion among the members with a plan to revisit the issue at the next meeting in the fall.

- **FAA Removal of Night Approach Authorizations** – Mr. Penksa updated the group on this issue, which was discussed at the North Central Florida Region meeting in Ocala. He mentioned that Mr. John Helms of the Marion County Airport reported that the FAA had removed the night authorization associated with the non-precision instrument approach to the airport. While not entirely clear, this action was apparently taken due to a lack of sufficient/available survey data for the approach. Mr. Penksa reported that Mr. Helms was particularly concerned about the notification process from the FAA. The airport staff was not aware of the night authorization removal action until a transient pilot called in to ask about the status of the approach to Runway 23. Mr. Carl Schweizer of the Daytona Beach International Airport and Mr. George Stokus of Witham Field both reported similar issues that were resolved with minor obstruction removal efforts. Ms. Rebecca Henry of the FAA Orlando ADO noted that the FAA grant assurances require the airport sponsor to maintain a 20:1 approach on every runway. She added that this requirement has been identified as a national focus item and is being coordinated through the Flight Procedures Office in Atlanta.
- **Environmental Requirements for Aircraft Wash Areas** – East Central Vice-chair Mr. Terry Lloyd briefed the group on this issue, which was discussed at the last meeting in Orlando. He mentioned that East Central Chair, Mr. Kevin McNamara had reported some potential issues with the installation of an aircraft wash area at Executive Airport following a discussion with representatives from the Florida Department of Environmental Protection (FDEP). Mr. Lloyd was unsure of the exact nature of the concerns, noting that Mr. McNamara wanted to know if other airports were experiencing any environmental issues with the installation of wash areas. Mr. Lloyd reported that the approved Stormwater Pollution Prevention Plan (SWPPP) for the Kissimmee Gateway Airport identifies the use of an oil sock to control run off in their existing wash area. None of the other committee members reported any issues. Mr. Scott Brady of E G Solutions, Inc. advised the committee of an existing whitepaper that may provide some insight on the topic of aircraft wash area permitting.
- **Unmanned Aerial Vehicle (Drone) Operations at Airports** – The Administrator briefly introduced this issue, which was brought up at the West Central Metro Area meeting by Mr. Rich Lesniak of the Albert Whitted Airport. Mr. Lesniak reported an increasing number of requests from private entities to operate UAV's in the vicinity of the airport. Mr. Tom Jewsbury of the St. Pete-Clearwater International Airport noted that they have also received similar requests. Mr. Jewsbury stated that their policy is to refuse permission to use the vehicles on airport property while referring the proponent to the FAA FSDO for advice on off-airport uses. Mr. Carl Schweizer stated that Embry-Riddle Aeronautical University has a UAV test program underway at Daytona Beach International Airport. He added that the airport actually holds the required UAV Certificate of Authorization (COA) from the FAA since they are only available to public entities at this point.

4. FDOT Aviation**○ Aviation and Spaceports Office**

- **GA Airport Business Plan Guidebook Update** – Mr. Andy Keith advised the group that this project is approaching completion. He mentioned that the project consultant is compiling/incorporating the comments received on the final draft and is expected to present the completed version to the airport members during CFASPP Round 2014-3.
- **Economic Impact Study Update** – Mr. Keith reported that this project is on going with completion expected later this year. He mentioned that the project consultant is in the process of compiling data collected from airports and related businesses. Mr. Keith stated that preliminary indications suggest a significant increase in economic impact from the 2010 study. Mr. Stokus asked Mr. Keith if there had been a change in the methodology used to determine the type of jobs that are counted as part of the study. He referenced a draft document for Witham Field that appears to reflect an unexpected decrease in aviation related jobs. Chair Conrad expressed a similar concern for the Lakeland Linder Regional Airport. After a brief discussion on the matter, Mr. Keith and project consultant Mr. Harry Downing stated that they would look into this issue and report back to Chair Conrad and Mr. Stokus as soon as possible.
- **Airport Leadership Development Course (ALDC) Update** – Mr. Keith stated that responses to the first three (3) ALDC courses have been overwhelmingly positive. The final course for 2014 will be held on October 5th to 8th at USF in Tampa. He noted that a registration link will be available on the FAC website at floridaairports.org in the coming weeks. The classes are limited to twenty (20) participants and the cost of attendance is \$200.
- **Strategic Airport Investment Initiative Program** – Mr. Keith updated the group on this program which became effective with the new fiscal year on July 1, 2014. He stressed that this is not an extra pot of money to fund additional aviation projects but a program that provides FDOT with the flexibility to fund qualifying strategic projects at up to 100%. Mr. Keith invited the airport members to contact their district representatives for additional information on the program. He added that a guidance letter on the program will also be available at the FDOT booth during the FAC Annual Conference.

- **FDOT District Announcements** – None.

5. **FAA ADO Comments** – Orlando ADO Assistant Manager, Ms. Rebecca Henry updated the group on activities at the FAA. She noted that five (5) program managers from the Orlando ADO will be attending the FAC Annual Conference this year along with Associate Administrator for Airports, Mr. Eduardo Angeles. Ms. Henry reported that the Airport Improvement Program (AIP) for this year contains more than eighty (80) grants for Florida airports totaling more than \$180 million. She stated that the current FAA authorization will expire in 2015. The new Airports Division funding proposal is currently being coordinated within the FAA. Once finalized, it will go to Congress for consideration. FAA staff is hoping for a new authorization that keeps grants flowing in a smooth and consistent manner. Ms. Henry reported that the latest FAA Advisory Circular on airport design contains a number of changes. She encouraged everyone in the aviation community to work together and be patient as both FAA and airport staff

members get used to the new version. Ms. Henry reported that the FAA will host its annual FAA/Sponsor Workshop on October 22, 2014 at the FDOT District 5 Urban Office in Orlando. She stated that a new planner will be coming on board at the FAA Orlando ADO in the near future – stay tuned for an announcement on that.

6. **Old Business**

- **FAA Form 7460-1 Review Process** – Mr. Lloyd Tillmann provided some background on this issue, which was held over from the last meeting. Ms. Henry briefly reviewed the FAA 7460-1 review process noting that it includes a number of departments within the agency. She indicated that the FAA is aware of the timing issue and they have personnel working to improve the process. Ms. Henry added that airport sponsors are certainly free to express thoughts/concerns on the matter to FAA management.

7. **New Business**

- **Election of new Vice-chair** – The Administrator explained that Mr. Todd Cox has left the Hillsborough County Aviation Authority (HCAA) leaving the position of CFASPP Statewide Vice-chair open. Mr. Penksa asked for nominations for the position of Vice-chair. Hearing none, he then nominated Mr. George Stokus of Witham Field for the position of CFASPP Statewide Vice-chair. Mr. Penksa's nomination was seconded by Mr. Lloyd and passed by a unanimous vote of the committee members present.
- **CFASPP Statewide Bylaws Review/Ratification** – The Administrator advised the committee that the bylaws are typically reviewed every two (2) years and this was last accomplished in 2012. Mr. Penksa briefed the committee on the last review process noting that a number of updates (from the original format) had been incorporated between 2010 and 2012. He suggested that the committee either take some time to review the document between now and the next meeting or simply move forward with ratification for another two (2) year period. Mr. Stokus made a motion to approve the bylaws in the current form for another two (2) year period. The motion was seconded by Mr. Todd Lindner and passed by a unanimous vote of the committee members present.
- **Resolution Regarding Mr. Todd Lindner** – Mr. Penksa read a resolution from the committee recognizing the service of former CFASPP Statewide Chair, Mr. Todd Lindner of the Jacksonville Aviation Authority. Mr. Lindner served as Chair of the CFASPP Statewide Steering Committee from 2012-2014. He currently serves as Chair of the Northeast Florida Metro Area CFASPP Steering Committee.

8. **Open Forum** – No comments.

9. **Time & Place Next Meeting** – The Administrator stated that the next scheduled meeting of the CFASPP Statewide Steering Committee is scheduled for October 30, 2014 at Tampa International Airport, beginning at 1 p.m.

10. **Adjournment** – Hearing no further business for the committee to consider, Mr. Penksa adjourned the meeting at approximately 2:23 p.m.