

Meeting Minutes
CFASPP STATEWIDE STEERING COMMITTEE MEETING
October 30, 2014, 1:00 PM
Tampa International Airport

1. **Call To Order/Introductions** – Chair Gene Conrad called the meeting to order at 1:00 PM and asked everyone in attendance to introduce themselves.

Name	Region	Representing
Gene Conrad	Statewide Chair	Lakeland Linder Regional Airport
George Stokus	Statewide Vice-chair	Witham Field
Allan Penksa	North Central Chair	Gainesville Regional Airport
Andrea Kvech*	Northwest Vice-chair	Pensacola International Airport
Kevin McNamara*	East Central Chair	Greater Orlando Aviation Authority
Todd Lindner	Northeast Chair	Jacksonville Aviation Authority
Lloyd Tillmann	West Central Chair	Hillsborough County Aviation Authority
Chris McArthur*	Southeast Chair	Miami-Dade Aviation Department
<i>Other Airports Represented</i>		
Heather Weigel*	Northwest	Tallahassee Regional Airport
Carl Schweizer*	East Central	Daytona Beach International Airport
Luis Olivero*	East Central	Greater Orlando Aviation Authority
Leo Treggi*	East Central	Leesburg International Airport
Rich Lesniak	West Central	Albert Whitted Airport
Marilyn Gauthier	West Central	Hillsborough County Aviation Authority
Lisha Harris	West Central	Hillsborough County Aviation Authority
Tom Jewsbury	West Central	St. Pete-Clearwater International Airport
Steven Santamaria	West Central	St. Pete-Clearwater International Airport
Mike Iguina	West Central	St. Pete-Clearwater International Airport
Lionel Guilbert*	Southwest	Sarasota/Bradenton International Airport
Eric Menger*	Treasure Coast	Vero Beach Municipal Airport

In addition, the following people were in attendance:

Name	Representing
Aaron Smith	FDOT State Aviation Manager
Andy Keith*	FDOT Aviation Development Administrator
Jim Halley	FDOT Aviation System Manager
Laurie McDermott*	FDOT District 4
George Boyle	FDOT District 7
Bart Vernace	FAA Orlando ADO Manager
Lisa Silva	Hillsborough MPO
Sandeep Singh	AVCON, Inc.
Tim Shea	AVCON, Inc.
Hilary Maull	AVCON, Inc.
Jay Scalise	Kutchins & Groh, Inc.
Bill McGrew	Atkins North America, Inc.
Neil Cosentino	Global Airports & Infrastructure
Brad Dunn	Hi-Lite Markings, LLC
Justin Edwards	JAS, Inc.
Wilbur Mathurin	HTA, Inc.
Mark Kistler	Michael Baker Intl.
Paul Piro	Kimley-Horn & Associates
Matthew Serynek	RS&H, Inc.
Jerry Roberts	PTI, Inc.
Dave Byers	Quadrex, Inc.
Dan Afghani	CFASPP Administrator

*Via Teleconference

2. **Approve Last Minutes** – Chair Conrad asked for a motion to approve the minutes from the last meeting. Vice-chair George Stokus made a motion to approve that was seconded by Mr. Lloyd Tillmann and passed by a unanimous vote of the members present.
3. **Regional Chairperson’s Roundtable**
 - **Proposed Modification of Airport Design Standards – Runway Paint Formulations (Discoloration Issue)** – The Administrator advised the committee that discoloration of runway markings continues to be an issue in multiple regions of the State. He cited a report from Mr. Bob Overby of RS&H at the East Central Florida Metropolitan Area Meeting indicating that a Modification of Airport Design Standards proposal had been submitted to the FAA on behalf of Daytona Beach International Airport. If approved, the modification would result in a change to the paint formulation in the approved specification. The new formulation would contain a rust inhibiting agent that should reduce or eliminate the discoloration issue.
 - **FAA Proposed Policy on the Non-aeronautical use of Airport Hangars** – The Administrator advised the committee that this issue was discussed at a number of the regional meetings. He noted that the proposal was published in the *Federal Register* and the comment period had ended on October 6, 2014. General discussion of the issue at the regional level focused on the point that the ultimate goal(s) of the proposal remains unknown. The general consensus among the regional committees was to monitor this issue through the end of the year and into 2015.
 - **FEMA Flood Plain Mapping Changes** – The Administrator advised the committee that Ms. Nena Demeo of the North Perry Airport raised this issue at the Southeast Florida Metropolitan Area Meeting. Ms. Demeo mentioned that development at the airport was being negatively impacted as a result of the recent changes to the FEMA maps in the form of increased construction and insurance costs. Mr. Jim Halley noted that airports desiring to discuss a change to the information presented on the new maps would need to contact FEMA directly.
 - **Public Records Requests for FAA Form 7480-1** – Chair Conrad briefed the group on this issue, which was a discussion item at multiple regional meetings during the round. He explained that a number of airport managers had received an e-mail request for the latest FAA Form 7480-1 for their respective facilities. The committee proceeded to discuss this issue at length and ultimately agreed on two points. The proponents were not particularly interested in the content of the 7480-1. The requests were some type of test designed to gauge the ability of an organization (in this case an airport) to correctly respond to a request for public records. Mr. Allan Penksa reminded the group that the requirement to respond to these requests is not limited to the public agency. The compliance requirement extends to consultants and other entities that have a working relationship or other agreement with the public agency. Chair Conrad and the committee concluded the discussion by agreeing that proper training of all staff members in the handling of public records requests is extremely important in order to avoid unintended legal issues.

4. **FDOT Aviation**

- **Aviation and Spaceports Office**

- **Economic Impact Study** – Mr. Halley advised the group that this project had been completed. The Executive Summary and individual airport reports have been posted for review/download on the Aviation and Spaceports Office webpage. Mr. Halley mentioned that the overall statewide aviation economic impact went up from \$114.7 billion to \$144 billion since the last study in 2010. Airport sponsors with questions on this project or the data presented are invited to contact Dr. Abdul Hatim at the FDOT Aviation and Spaceports Office.
- **Pavement Inspection and Distress Repair Training** – Mr. Halley reported that the final class for 2014 was held in Orlando earlier in October. He added that additional training classes are expected to be held in 2015. Once finalized, the training dates and additional class information will be available on the Aviation and Spaceports Office webpage.
- **Airport Leadership Development Courses** – Mr. Halley reported that the final course for 2014 was held on October 5th to 8th at USF in Tampa. The program has been very well received and the classes are expected to continue in 2015. Mr. Halley noted that the next class dates would be communicated to all CFASPP participants once they are finalized.
- **Pavement Condition Index (PCI) Inspections** – Mr. Halley reported that field inspections are getting underway and that approximately 60% of airports participating in the program would be inspected by mid 2015.
- **Statewide PCN Development Project** – Mr. Halley reported that this project is now underway and would be completed in two (2) phases. The first is the development phase and the second is the implementation phase, which includes the fieldwork and development of a final report. Mr. Halley invited those participants with questions on this project to contact Mr. Jason Myers at the FDOT Aviation and Spaceports Office.
- **Florida Aviation System Plan (FASP) Update** – Mr. Halley advised the group that a major update to the Florida Aviation System Plan (FASP) would begin in 2015. Scope development meetings are currently being held with the project consultant. Once underway, the project is expected to take approximately eighteen (18) months to complete and will ultimately comprise the aviation section of the Florida Transportation Plan (FTP). Mr. Halley noted that participant input on this project would be collected at future CFASPP meetings, which may include significant time for discussion/input on FASP goals and objectives.

- **FDOT District Announcements** – No comments.

5. **FAA Comment / Announcements** – ADO Manager Mr. Bart Vernace thanked everyone for their participation in the FAA Airport Sponsor Workshop which was held on October 22, 2014 in Orlando. Mr. Vernace noted that the FAA is still working via a continuing resolution with a limited AIP program. He encouraged the airport sponsors to continue to work normally to complete and close out their projects in a timely manner. Mr. Vernace mentioned that the FAA is working internally on the agency's version of a reauthorization package but nothing has been released yet.

6. Old Business

- **Ground Leases at Municipally Owned Airports** – Chair Conrad began a lengthy discussion among the committee on this issue by providing some background on Chapter 332.08 F.S. He highlighted some important differences in permissible lease terms for municipal airports and for those airports under the control of other jurisdictions. Noting that municipalities are at a competitive disadvantage as a result of the thirty (30) year term limit imposed in the statute, Chair Conrad stated that the City of Lakeland is planning to move forward with legislative efforts to amend the law. Vice-chair Stokus provided an alternate view noting that the issue is very complex and may warrant some investigation prior to moving for a change in the law. Mr. Vernace provided the group with some information on how the FAA evaluates proposed leases for airport property. He noted that the ADO considers each proposal on a case by case basis but a significant capital investment by the proponent may support the case for approval of a lease term greater than thirty (30) years. Mr. Halley mentioned that the Florida Department of Transportation (FDOT) is in the process of removing a reference to the lease term limit from Exhibit C of the standard Joint Participation Agreement (JPA). He noted that the removal of this reference from the FDOT JPA would not supersede any statutory requirements on lease term limits. Mr. Eric Menger stated that particular parts of the statute are a bit unclear and that it may be appropriate for the Florida Airports Council (FAC) to look into this issue from a legislative perspective. Mr. Tom Jewsbury stated that FAC has this item on its list of legislative issues for 2015. **Citing the need for clarification of language in Chapter 332.08 F.S., the committee directed the Administrator to work with Chair Conrad and Mr. Halley on the development of a letter to the Florida Attorney General. The purpose of the letter is to request an opinion on a number of items in the statute related to lease term limits as determined by Chair Conrad and agreed upon by the other CFASPP Statewide Committee members. Chair Conrad stated that he would like to have the letter ready for submission to the Attorney General in the next month and revisit this issue at the next meeting.**

7. **New Business** – None.

8. **Open Forum** – No comments.

9. **Time & Place of Next Meeting** – The Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for April 8, 2015 at Orlando International Airport. He reminded the group that the CFASPP Round 2015-1 Regional Meetings begin on February 17, 2015.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Conrad adjourned the meeting at approximately 1:55 PM.