

**Meeting Minutes**  
**CFASPP STATEWIDE STEERING**  
**COMMITTEE MEETING**  
**October 28, 2015, 10:00 AM**  
**Disney's Grand Floridian Resort**

1. **Call To Order/Introductions** – Chair Gene Conrad called the meeting to order at 10:08 AM and asked everyone in attendance to introduce themselves.

<b>Name</b>	<b>Region</b>	<b>Representing</b>
Gene Conrad	Statewide Chair	Lakeland Linder Regional Airport
George Stokus	Statewide Vice-chair	Witham Field
Allan Penksa	North Central Chair	Gainesville Regional Airport
Kevin McNamara	East Central Chair	Greater Orlando Aviation Authority
Kelly Dollarhide	Northeast Vice-chair	Jacksonville Aviation Authority
Lloyd Tillmann	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>		
Kurt Ferguson	Northeast	Jacksonville Aviation Authority
Luis Olivero	East Central	Greater Orlando Aviation Authority
James Ford	East Central	Daytona Beach International Airport
John Eiff	East Central	DeLand Municipal Airport – S. Taylor Field
Ramon Senorans	East Central	Kissimmee Gateway Airport
Roy Sieger	East Central	Flagler County Airport
Adam Hied	East Central	Valkaria Airport
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Brian Washburn	West Central	Hillsborough County Aviation Authority
Marilyn Gauthier	West Central	Hillsborough County Aviation Authority
Rich Lesniak	West Central	Albert Whitted Airport
Nathan Coleman	West Central	Zephyrhills Municipal Airport
Michael Iguina	West Central	St. Pete-Clearwater Intl. Airport
Leo Treggi	Central	Winter Haven's Gilbert Field
Aaron Poiderin	Central	Winter Haven's Gilbert Field
Cindy Barrow	Central	Bartow Municipal Airport
Ted Soliday	Southwest	Naples Municipal Airport
Kerry Keith	Southwest	Naples Municipal Airport
Ron Jefferson	Southwest	Naples Municipal Airport
James Parish	Southwest	Punta Gorda Airport
Ian McKay	Southwest	Lee County Port Authority
Gary Duncan	Southwest	Lee County Port Authority
Ethan Croop	Southwest	Lee County Port Authority
Chad Rosenstein	Southwest	Lee County Port Authority
James Furiosi	Southwest	Lee County Port Authority
Chris Rozansky	Southwest	Venice Municipal Airport
Heather LeDuc	Southwest	Venice Municipal Airport
Lionel Guilbert	Southwest	Sarasota-Bradenton International Airport
John Wiatrak	Treasure Coast	St. Lucie County International Airport
Steve Rocco	Southeast	Pompano Airpark
Florence Straugh	Southeast	Fort Lauderdale Executive Airport
Nina MacPherson	Southeast	North Perry Airport
Scarlet Hammons*	Southeast	Broward County Aviation Department

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 Halley	FDOT Aviation System Manager
Wendy Sands	FDOT District 1
Laurie McDermott*	FDOT District 4
Susan Sadighi	FDOT District 5
Jim Wikstrom	FDOT District 5
Allison McCuddy	FDOT District 5
Ray Clark	FDOT District 7
Rebecca Henry	FAA Orlando ADO - Assistant Manager
Lisa Waters	Florida Airports Council
Chris Ryle	RS&H, Inc.
Sandeep Singh	AVCON, Inc.
Tim Shea	AVCON, Inc.
Mary Soderstrum	AVCON, Inc.
Hilary Maull	AVCON, Inc.
Bill McGrew	GAI Consultants
Kurt Dobbrunz	HNTB, Inc.
Pam Keidel-Adams	Kimley Horn & Associates
Zach DeVeau	Kimley-Horn & Associates
Rusty Chapman	Delta Airport Consultants
Troy Hamilton	Delta Airport Consultants
Todd Zimmerman	Amherst Consulting, LLC
Gunther Zurstadt	Amherst Consulting, LLC
Lisa Mastropieri	AID, Inc.
Hans Dorries	Epic Engineering, Inc.
Mike Arnold	ESA Airports, Inc.
Larry McLaughlin	Marstel-Day
Matt Serynek	RS&H, Inc.
John Neff	HDR, Inc.
Wilbur Mathurin	HTA, Inc.
Mark Kistler	Michael Baker Intl.
Jon Sewell	Kimley-Horn & Associates
Ben Siwinski	VHB, Inc.
Sierra Gaenicke	VHB, Inc.
John Mafera	McFarland & Johnson
Jack Thompson	C&S, Inc.
Jay Scalise	Kutchins & Groh
Tricia Fantinato	TKDA, Inc.
Mariben Andersen	Michael Baker Intl.
Doug Hambrecht	ICE, Inc.
Ryan Forney	Jacobs, 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. Kevin McNamara and passed by a unanimous vote of the members present.
3. **Regional Chairperson’s Roundtable**
  - **Unmanned Aircraft Systems (Drone, RC) Operations/Regulation** – The committee conducted an extended discussion on the current status of regulatory guidance on the handling of UAS in the vicinity of airports. Mr. Jim Halley reported that the FAA had just released updated guidance noting that he had not yet had a chance to read it. He stated that FDOT is examining the UAS issue as part of the FASP with a primary focus on safety. The FAA is expected to take the lead on air traffic control and airspace issues. Mr. Allan Penksa reported that the Florida Airports Council (FAC) is looking into the establishment of a working group to evaluate the impact of UAS at the local level. Mr. McNamara felt that such a group might be beneficial noting that they are receiving a consistent stream of phone calls at the Executive Airport regarding the operation of UAS, usually from real estate companies.
  - **Mowing of Runway Safety Areas (RSA)/Coordination with ATC (EC)** – Mr. McNamara advised the committee on this issue which was discussed during the East Central Florida Metro Area meeting in Tavares. Apparently the management of the air traffic control tower at the Orlando Sanford International Airport (SFB) has taken the position that the runway must be closed during RSA mowing. SFB has a single commercial service runway and this is an issue for the airport management as commercial traffic is busiest during the day and night mowing is not an option due to uneven terrain and other safety concerns. The Administrator reported that Mr. Vernon Rupinta of the FAA Orlando ADO was able to assist the airport with this issue. Mr. Rupinta noted that the FAA had issued specific guidance on this matter with the preferred result being a Letter of Agreement (LOA) between the ATC management and the airport sponsor to allow the mowing.
  - **Legal Interpretation of Non-aeronautical Lease Limits (Airport Authority/County (NC)** – Mr. Penksa reported on a discussion at the North Central Florida Region meeting regarding lease limits for certain types of airport property. Mr. Penksa noted that the 30 year lease limit on non-aeronautical land set forth in Chapter 332.08 discourages would be investors. Most businesses want to negotiate a lease term in the 40-50 year range prior to making a multimillion dollar capital investment in a facility on airport property. Mr. Penksa indicated that a number of differing legal interpretations/opinions have been proffered regarding the statute. The CFASPP Statewide Steering Committee had previously discussed this issue in 2014 when it appeared that only municipalities were being held to the 30 year lease term. Mr. Penksa noted that he is now aware of an interpretation that would apply the lease limit to all variations of airport sponsors. Noting that these lease limits are not good for airports regardless of their ownership structure (city, county, airport authority), Mr. Penksa indicated that the Florida Airports Council would be evaluating ways to take action on the statute via their legislative committee.

#### 4. FDOT Aviation

- **Aviation and Spaceports Office**
  - **Florida Aviation System Plan (FASP) Update** – Mr. Halley reported that work is underway on the FASP, noting that the first Comprehensive Review Team (CRT) meeting was held in Orlando on August 20<sup>th</sup>. Representatives from each CFASPP Region attended the meeting and worked to validate the goals and objectives for our aviation system. Performance measures for gauging progress toward the goals and objectives were also discussed. The next meeting of the CRT is expected to take place in early 2016. Mr. Halley advised the committee that an initial data collection survey on the FASP would be released to airport sponsors (via email) in the coming weeks. The survey will request information from airport sponsors on existing elements of airport infrastructure/inventory. Mr. Halley stated that the FDOT aviation activity forecasts are being reviewed and that an update of the Statewide and Regional Overview documents is also underway. Phase 1 of the project is expected to conclude in early 2016.
  - **Florida Transportation Plan (FTP) / Strategic Intermodal System (SIS) Plan Updates** – Mr. Halley briefly updated the group on the progress of the FTP/SIS Update, noting that the Regional Workshops were completed in early September. The project is now in the recommendation/draft review phase and adoption of the final versions is still expected in December. Additional information on the plans is available online at [www.FloridaTransportationPlan.com](http://www.FloridaTransportationPlan.com).
  - **Aviation Project Requirements**
    - a. **FDOT Procedure 375-030-006-c, Conflict of Interest for Department Contracts** – Mr. Halley provided the committee with some background on this recently-adopted procedure, noting that it prohibits the same firm from providing both design and CEI (RPR) services on projects funded by FDOT. Mr. Halley noted that FDOT collected a wealth of input from committee members and participants on the potential impacts of this procedure during the regional meetings. State Aviation Manager Mr. Aaron Smith advised the committee that he had received a number of calls on the issue but, at this point, the Department was still moving forward with implementation efforts. He noted that FDOT management had plans to discuss the procedure with representatives from the Florida Airports Council and other stakeholders at a meeting scheduled for November 2, 2015 in Tallahassee.
    - b. **Chapter 255.0991 F.S. – Local Preference Laws** – Mr. Halley reviewed this statute, which prohibits the use of local preference in the competitive selection process for contracts where more than 50% of the project cost is provided by state appropriated funding. The statute took effect on July 1, 2015. The JPA will *not* be updated to reflect this, as it is a statutory requirement, not an FDOT policy.
  - **Guidebook for Airport Master Planning** – Mr. Halley reported that this project is still on track for completion in May of 2016. Participants with questions on this project are invited to contact Mr. Todd Cox, Aviation

- Program Development Manager at the FDOT Aviation and Spaceports Office. Email: [Todd.Cox@dot.state.fl.us](mailto:Todd.Cox@dot.state.fl.us)
- **Airport Sustainability Guidebook** – Mr. Halley advised the group that the FDOT Aviation and Spaceports Office (ASO) had started work on Phase 1 of the *Airport Sustainability Guidebook* to assist airports with the development and implementation of sustainable initiatives. The project is expected to progress in two (2) phases over the next 12-14 months. Mr. Halley reported that a significant amount of data was collected during this round of regional CFASPP meetings and through a number of other stand alone meetings with airport sponsors/stakeholders. He noted that a project working group had been established and that the first meeting of the group was held yesterday (via teleconference).
  - **Airport Leadership Development Courses (ALDC) – 2016** – Mr. Halley reported that the final ALDC 101 course of the year was held at USF in Tampa last month. Additional courses are anticipated in 2016. Information on specific dates and times will be communicated to CFASPP participants when it becomes available.
  - **Airport Emergency Preparedness** – Mr. Halley updated the group on a number of disaster assistance tools/resources available to airport sponsors under the Disaster Preparedness tab in the Florida Aviation Database (FAD). He stated that a representative of the Southeast Airport Disaster Operations Group (SEADOG) would be attending the next round of regional CFASPP meetings to provide additional updates and information on the program to committee members.
  - **FDOT Annual Awards** – Mr. Halley advised the group that nominations for the annual FDOT aviation awards are being accepted at anytime until May 31, 2016. He encouraged the airport sponsors and consultants to nominate those individuals and projects worthy of recognition.
- **FDOT District Announcements** – No comments.
5. **FAA Comment / Announcements** – FAA Orlando ADO Assistant Manager Ms. Rebecca Henry updated the group on activities at the FAA. She stated that the ADO is working under a continuing resolution that expires in March. Ms. Henry stated that they hope to be able to issue grants in the summer and that pre-applications are still due from sponsors in January. The pre-applications should include any applicable NEPA documents. Sponsors with questions on this should contact their Program Manager. Ms. Henry reported that Mr. Stephan Wilson had joined the office from the Memphis ADO in the role of aviation planner. The Orlando ADO is still moving toward a “model” ADO staffing plan where each airport sponsor will be assigned an aviation planner and an engineer.
6. **Old Business**
- **Federal Funding for Exit Lane Technology** – The Administrator advised the committee that based on a brief discussion at the Northwest Florida Region meeting, there were no updates/changes to report on this issue.
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 6, 2016 at a location TBD beginning at 1:00 PM. He reminded the group that the CFASPP Round 2016-1 Regional Meetings begin on February 16, 2016.
10. **Adjournment** – Hearing no further business for the committee to consider, Chair Conrad adjourned the meeting at approximately 11:02 AM.