

**Meeting Minutes**  
**CFASPP STATEWIDE STEERING**  
**COMMITTEE MEETING**  
**April 6, 2016, 10:30 AM**  
**Lakeland Linder Regional Airport**

1. **Call To Order/Introductions** – Chair Gene Conrad called the meeting to order at 10:40 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
Andrea Kvech*	Northwest Vice-chair	Pensacola International Airport
Allan Penksa	North Central Chair	Gainesville Regional 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
Ellen Lindblad	Southwest Chair	Lee County Port Authority
Steve Rocco*	Southeast Chair	Pompano Beach Airpark
<i>Other Airports Represented</i>		
David Dunkley*	Northeast	Jacksonville Aviation Authority
Erik Treudt*	Northwest	Tallahassee International Airport
Tom Vergo*	Northwest	Tallahassee International Airport
Pat Kennedy*	Northwest	Okaloosa County Airports
John Eiff	East Central	DeLand Municipal Airport – S. Taylor Field
Roy Sieger	East Central	Flagler County Airport
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Mark Sprague*	West Central	St. Pete-Clearwater Intl. Airport
Kevin Daugherty	West Central	Brooksville-Tampa Bay Regional Airport
Rich Lesniak	West Central	Albert Whitted Airport
Leo Treggi	Central	Winter Haven's Gilbert Field
Samantha Meadows	Central	Lakeland Linder Regional Airport
Teresa Allen	Central	Lake Wales Municipal Airport
Alex Vacha	Central	Lake Wales Municipal Airport
Kerry Keith	Southwest	Naples Municipal Airport
Chad Rosenstein	Southwest	Lee County Port Authority
Ian McKay	Southwest	Lee County Port Authority
Juliet Iglesias	Southwest	Lee County Port Authority
Lionel Guilbert	Southwest	Sarasota-Bradenton International Airport
Scott Baker	Treasure Coast	Sebastian Municipal Airport
Gary Sypek*	Southeast	Palm Beach County Dept. of Airports
Lillian Tomeu*	Southeast	Belle Glade State Municipal Airport

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Gerard O'Rourke	FDOT Freight & Logistics Administrator
Aaron Smith	FDOT State Aviation Manager
Andy Keith	FDOT Aviation Development Administrator
Jim Halley	FDOT Aviation System Manager
Kristi Smith	FDOT District 1
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
Ming Gao	FDOT District 7
Ray Clark	FDOT District 7
Dennis Roberts	Regional Administrator – FAA Southern Region
Jennifer Ganley	FAA Orlando ADO – Program Manager
Lisa Waters	Florida Airports Council
Sherry Carver	Central Florida Regional Planning Council
Chris Ryle	RS&H, Inc.
Sergey Kireyev	Hanson Professional Services
Tim Shea	AVCON, Inc.
Brian Dulemba	Waterblasting, LLC
Bill McGrew	GAI Consultants
Dave Goode	ICE, Inc.
Yu Zhang*	USF
Justin Edwards	Gale & Associates
Armand Dufresne	Gale & Associates
Jon Pope	Balfour Beatty
Dave Byers	Quadrex Aviation
Sabina Mohammadi	AID, Inc.
Mike Arnold	ESA Airports, Inc.
Mark Kistler	Michael Baker Intl.
Doug DiCarlo	ESA Airports, Inc.
John Mafera*	McFarland & Johnson
Lori Steiner	Atkins, Inc.
Jay Scalise	Kutchins & Groh
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 Ms. Ellen Lindblad and passed by a unanimous vote of the members present.
3. **Regional Chairperson’s Roundtable**
  - **Unmanned Aircraft Systems (Drone, RC) Operations/Regulation** – The CFASPP Administrator advised the committee that issues related to UAS continue to be a major topic of discussion in all regions. He reported that Mr. Jose Ramos of the Miami-Dade Aviation Department had advised the Southeast Metro Area Committee that Miami-Dade County had adopted an ordinance regulating the use of UAS in the vicinity of airports owned by the County. Mr. Dennis Roberts of the FAA Southern Region reminded the group about the upcoming UAS Summit on April 19<sup>th</sup> in Daytona Beach. The committee concluded that UAS issues would continue to impact airport operations and planning in a number of ways. As a result, the committee expected to hear additional discussion on the matter at the upcoming regional meetings and at the next CFASPP Statewide Meeting in July.
  - **Photometric Testing of Airfield Lighting Systems (NW)** – Following an introduction by the CFASPP Administrator, Northwest Vice-chair, Ms. Andrea

Kvech updated the group on the basics of this type of testing. She reported that tests at the Pensacola International Airport had revealed that a number of airfield lighting fixtures failed to meet FAA standards for brightness. Noting that this testing is now required and the equipment is fairly expensive to purchase, Ms. Kvech advised that the Pensacola International Airport and other members in the Northwest Region would like FDOT to consider the merits of a statewide contract to cover photometric testing. North Central Chair, Mr. Allan Penksa, AAE, was also in favor of a statewide contract option to address this type of testing. State Aviation Manager, Mr. Aaron Smith, stated that FDOT would look into it and advise the regional committees of any actions/decisions on the matter.

- **Proposed Legislation – Aviation Fuel Tax Amendment (SB 844) (SW, TC, EC)** – Mr. Penksa updated the group on this proposal, which was under consideration as Senate Bill 844 (related bill passed was HB 7099). The aviation fuel tax was to be reduced to 4.27 cents per gallon from the current rate of 6.9 cents per gallon (to be effective as of July 1, 2019). Mr. Penksa advised that the new rate had been advertised as “revenue neutral”. Following on from discussion at the regional meetings, a number of the committee members felt that the reduction would set an unwelcome precedent and possibly result in less funding for aviation projects. Mr. Smith addressed the relationship between the aviation fuel tax and project funding in more detail during the next discussion item.
- **Aviation Funding Sources** – Following the fuel tax discussion, Ms. Lindblad asked the committee if there would be any merit to developing a Capital Needs Study for the entire state to more accurately identify funding needs. She reasoned that project needs appeared to be expanding while funding sources were not. Mr. Roy Sieger of the Flagler Executive Airport was in agreement, noting that there were more than \$70 million in unfunded projects annually. Mr. Smith addressed the issue by noting that aviation funding in Florida is at the highest level in history with over \$300 million in the Work Program in 2016 and another \$249 million allocated for 2017. He advised the group that JACIP was the repository where airport sponsors should catalog all project needs but he noted that there simply would never be enough funding to cover all projects. Mr. Smith did provide a brief explanation on how the aviation fuel tax ties in with aviation funding allocations. He noted that a number of formulas were included in the overall process and that a reduction in the fuel tax did not necessarily mean a reduction in aviation project funding.
- **Funding for Emerging Commercial Service Airports** – Vice-chair Stokus noted that the Vero Beach Municipal Airport recently gained commercial service with Elite Airways. He was interested in the procedure for transferring an airport to commercial service status as it related to FDOT funding. He reasoned that it was not fair to place a largely general aviation facility in the same funding category (50/50 grants instead of 80/20) with large airports like Orlando International Airport and Miami International Airport. Mr. Smith provided Vice-chair Stokus with a brief update on the process noting that FDOT does not transfer an airport to commercial service status for grants until the work program cycle following the airport’s designation as a primary commercial service airport (more than 10,000 annual passenger boardings) by the FAA.

#### 4. FDOT Aviation

- **Aviation and Spaceports Office (ASO)**
  - **Florida Aviation System Plan (FASP) Update** – Mr. Jim Halley reported that Phase 1 of the project is approximately 2/3 complete. The draft regional and statewide overviews are being finalized. He mentioned that the second meeting of FASP Comprehensive Review Team (CRT) was held in Orlando on March 22, 2016. Mr. Halley noted that a different consultant would be working on Phase 2. There will be a brief transitional effort followed by the start of work on Phase 2 this summer. The primary work items in Phase 2 will include performance measures evaluation, policy analysis, alternatives development and final system recommendations. The project is expected to be completed in late 2016 or early 2017.
  - **Florida Transportation Plan (FTP) / Strategic Intermodal System (SIS) Plan Updates** – Mr. Halley briefed the group on the FTP/SIS Update, noting that the FTP effort is largely complete. He mentioned that the SIS Policy Plan is still in draft form and the window for public review and comments closed on February 19, 2016. Additional information on the plans can be found online at [www.FloridaTransportationPlan.com](http://www.FloridaTransportationPlan.com). Mr. Halley spoke briefly about the SIS Multimodal Unfunded Needs Plan that is under development at FDOT. He advised the SIS airport sponsors that either he or Mr. Mike McClure from the ASO would be in touch to discuss the specifics of this effort and the type of data being collected.
  - **State Infrastructure Bank (SIB)** – Mr. Halley updated the group on the services available to public or private (airports, their tenants, etc.) project proponents from the State Infrastructure Bank (SIB). SIB loans are available to qualifying applicants at a competitive interest rate. Letters of Interest for loans to be disbursed in mid-2017 are being accepted until May 31, 2016. Qualifying projects are those that have a direct link between mobility and economic growth (job creation). Successful loan applicants will be notified in late 2016. Additional information on the program can be found by visiting the SIB website at <http://www.dot.state.fl.us/officeofcomptroller/PFO/sib.shtm> or by contacting Ms. Jennifer Weeks, State Infrastructure Bank Program Manager at the FDOT Central Office in Tallahassee. Ms. Weeks can be reached by email at [JenniferG.Weeks@dot.state.fl.us](mailto:JenniferG.Weeks@dot.state.fl.us) or by phone at (850) 414-4459.
  - **FDOT ASO Annual Awards** – Mr. Halley advised the group that nominations for the annual FDOT aviation awards are being accepted until May 31, 2016. He encouraged the airport sponsors and consultants to nominate those individuals and projects worthy of recognition. The FDOT Aviation and Spaceports Office is expecting a number of nominations in each category this year. The result will be a competitive selection process that identifies the most worthy projects/individuals. Information on the award categories and procedures for submitting nominations can be found by directing your browser to the following website - <http://www.dot.state.fl.us/aviation/aviationawards.shtm>.
  - **Guidebook for Airport Master Planning** – Mr. Halley reported that this project is still on track for completion in the next couple of months. The Guidebook, which provides standards for the development of master

plans in Florida, is being updated due to changes in federal and state regulatory guidance. There is also a desire to make the guidebook more user-friendly for those who may have a role in airport master planning such as airport sponsors, consultants, and FDOT district personnel. 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 participants that work on the *Airport Sustainability Guidebook* is on-going, noting that Phase 1 is approaching completion. He reported that a significant amount of input was collected from stakeholders during the last round of CFASPP meetings. Phase 2 of the project is expected to commence later this summer with Guidebook rollout to be at the 2016 FAC Specialty Conference in October.
- **Air Service Study** – Mr. Halley stated that the FDOT ASO would be kicking off on an update to the Air Service Study. The last update was completed in 2014. The study typically provides the FDOT and its partners with both present day and historical data to assist in the evaluation/identification of trends in air service within the state of Florida.
- **Air Cargo Study** – Mr. Halley reported that the ASO is in the scope development phase for an update to the Air Cargo Study. The last update to the study was completed in 2013. Additional information on the project scope and the expected completion date should be available during the next CFASPP round.
- **Statewide Airfield Pavement Classification Number (PCN) Program** – Mr. Halley reported that the FDOT is conducting this program with assistance from the FAA. The project is being conducted in four (4) phases over a three-year period, and includes the physical inspection of all paved runways at participating airports to determine the PCN as prescribed in FAA AC 150/5335-5C, Standardized Method of Reporting Airport Pavement Strength (PCN). Participants with questions on this project are invited to contact Dr. Abdul Hatim at the ASO.
- **Florida Aviation Project Handbook – FY2017** – Mr. Halley advised that work continues to make the Handbook a fluid document. Mr. Halley encouraged the participants to advise him of any relevant topics that would make worthy additions to the handbook. Please email him at [Jim.Halley@dot.state.fl.us](mailto:Jim.Halley@dot.state.fl.us) if you have any Project Handbook ideas or comments.

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

5. **FAA Comment / Announcements** – FAA Orlando ADO Program Manager Ms. Jennifer Ganley updated the group on activities at the FAA. She mentioned that Ms. Chastity Clark and Scott Carraro recently joined the ADO staff. Ms. Ganley stated that June 15, 2016, is the deadline for receipt of grant applications based on bids. The deadline for declaring intent to carry over entitlements would be published in the *Federal Register*. The date usually falls in the mid-May timeframe. FAA Regional Administrator, Mr. Dennis Roberts updated the group on work related to the on-going development of Metroplex regions in both Tampa and South Florida.

6. **Old Business**

- **FDOT Procedure 375-030-006-c, Conflict of Interest for Department Contracts** – Mr. Halley advised that committee that nothing has changed since the conclusion of the regional meetings and that discussions on this matter are still on going. FDOT is reviewing information and comments received from stakeholders regarding the procedure. He added that there is no timeline for implementation. As noted during the regional meetings, any decisions on implementation or related timelines would be communicated to the airport sponsors via their respective district offices.
- **Proposed Legislation Lease Term Limits for Aviation Development (SB 1392)** – Mr. Allan Penksa updated the group on this bill noting that it had passed both the House and Senate and was on the Governor's desk awaiting signature. If approved, airport sponsors would be able to execute lease agreements of up to 50 years for aviation development parcels without regard to their governmental affiliation or charter (city, county, airport authority...).

#### 7. **New Business**

- **Appointment of a new Chairperson** – The CFASPP Administrator advised the committee that the two (2) year term of Chair Gene Conrad would expire following this meeting. He stated that the CFASPP Statewide Bylaws call for a succession to the position of Chair by the sitting Vice-chair if that person is willing to accept the appointment. Statewide Vice-chair and Treasure Coast Region Chair Mr. George Stokus of Witham Field (Martin County Airport) indicated that he would accept the appointment. The committee was satisfied with this outcome and it was determined that Mr. Stokus would assume his role as Chair of the CFASPP Statewide Committee following this meeting and preside at the next committee meeting in July.

#### 8. **Open Forum**

- **FAC Annual Conference** – Ms. Lindblad and Mr. Penksa both spoke briefly about the upcoming FAC Annual Conference in Bonita Springs. The event will take place from July 17-20 at the Hyatt Regency Coconut Point. Registration information is available on the FAC website at [www.floridaairports.org](http://www.floridaairports.org).

9. **Time & Place of Next Meeting** – The CFASPP Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for July 16, 2016 at the Hyatt Regency Coconut Point beginning at 1:00 PM. He reminded the group that the CFASPP Round 2016-2 Regional Meetings begin on June 7, 2016.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Conrad adjourned the meeting at approximately 11:54 AM.