

Meeting Minutes
CFASPP STATEWIDE STEERING
COMMITTEE MEETING
July 16, 2016, 1:00 PM
Hyatt Regency Coconut Point

1. **Call to Order/Introductions** – Chair George Stokus called the meeting to order at 1:09 PM and asked everyone in attendance to introduce themselves.

<u>Name</u>	<u>Region</u>	<u>Representing</u>
George Stokus	Statewide Chair	Witham Field
Tracy Stage	Northwest Chair	Okaloosa County Airports
Allan Penksa	North Central Chair	Gainesville Regional Airport
Kelly Dollarhide	Northeast Vice-chair	Jacksonville Aviation Authority
Roy Sieger	East Central Chair	Flagler Executive Airport
Gene Conrad	Central Chair	Lakeland Linder Regional Airport
Kerry Keith	Southwest Chair	Naples Airport Authority
Nina MacPherson	Southeast Vice-chair	BCAD – North Perry Airport
<i>Other Airports Represented</i>		
Richard McConnell	Northwest	Northwest Florida Beaches Intl. Airport
Dan Flynn	Northwest	Pensacola International Airport
Chris Curry	Northwest	Tallahassee International Airport
Erik Treudt	Northwest	Tallahassee International Airport
Thomas Vergo	Northwest	Tallahassee International Airport
David Pollard	Northwest	Tallahassee International Airport
Victoria Maleszewski	Northwest	Tallahassee International Airport
Matthew Grow	North Central	Ocala International – Jim Taylor Field
David Dunkley	Northeast	Jacksonville Aviation Authority
John Eiff	East Central	DeLand Municipal Airport – S. Taylor Field
Matthew Elia	East Central	Tavares Seaplane Base
Luis Olivero	East Central	Greater Orlando Aviation Authority
Diane Crews	East Central	Orlando Sanford International Airport
George Speake	East Central	Orlando Sanford International Airport
Roy Sieger	East Central	Flagler County Airport
Karen Feaster	East Central	Daytona Beach International Airport
Carl Schweizer	East Central	Daytona Beach International Airport
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Brett Fay	West Central	Hillsborough County Aviation Authority
Kevin Daugherty	West Central	Brooksville-Tampa Bay Regional Airport
Leo Treggi	Central	Winter Haven's Gilbert Field
Tyler Welenc	Central	Winter Haven's Gilbert Field
Ron Jefferson	Southwest	Naples Municipal Airport
Gary Duncan	Southwest	Lee County Port Authority
Ellen Lindblad	Southwest	Lee County Port Authority
Scott Sheets	Southwest	Lee County Port Authority
Chad Rosenstein	Southwest	Lee County Port Authority
James Furiosi	Southwest	Lee County Port Authority
Ian McKay	Southwest	Lee County Port Authority
Alicia Dixon	Southwest	Lee County Port Authority
Victoria Moreland	Southwest	Lee County Port Authority
Gary Quill	Southwest	Punta Gorda Airport
James Parish	Southwest	Punta Gorda Airport
Ron Mallard	Southwest	Punta Gorda Airport
Lionel Guilbert	Southwest	Sarasota-Bradenton International Airport

Scott Baker	Treasure Coast	Sebastian Municipal Airport
Eric Menger	Treasure Coast	Vero Beach Municipal Airport
Gary Sypek	Southeast	Palm Beach County Dept. of Airports
William Castillo	Southeast	Broward County Aviation Department
Mary Johnson	Southeast	Broward County Aviation Department
Rufus James	Southeast	Fort Lauderdale Executive Airport

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
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
Barbara Cloud	FDOT District 2
Bart Vernace	FAA Orlando ADO Manager
Kelly Rubino	EG Solutions
Scott Brady	EG Solutions
Danielle Gernert	TKDA, Inc.
Phil Jufko	Michael Baker Intl.
Michael Moon	Hanson Professional Services
Sergey Kireyev	Hanson Professional Services
Tim Shea	AVCON, Inc.
Bill McGrew	GAI Consultants
Jaime Eaton	RS&H
Nan Walsh	Amherst Consulting, Inc.
Julie Sullivan	ESA Airports, Inc.
Doug Hambrecht	ICE, Inc.
Susie Bender	ICE, Inc.
Justin Edwards	Gale Associates
Matt Caron	Gale Associates
Erik Strand	Gale Associates
Cody Parham	Kimley-Horn & Associates
Dave Byers	Quadrex Aviation
Bob Ori	Planning Technology, Inc.
Sabina Mohammadi	AID, Inc.
Mohsen Mohammadi	AID, Inc.
Renee Culmer	AID, Inc.
Lisa Mastropieri	AID, Inc.
Mark Jansen	AID, Inc.
Mandi Rains	AID, Inc.
Sandeep Singh	AVCON, Inc.
Mike Coppage	AVCON, Inc.
Tim Shea	AVCON, Inc.
Hilary Maull	AVCON, Inc.
Mary Soderstrum	AVCON, Inc.
Doug Norman	HTA, Inc.
Wilbur Mathurin	HTA, Inc.
Doug DiCarlo	ESA Airports, Inc.
John Mafera	McFarland & Johnson

Matthew Serynek	RS&H
Bill Prange	AECOM
Ben Siwinski	VHB, Inc.
Sierra Gaenicke	VHB, Inc.
Dan Afghani	CFASPP Administrator

2. **Approve Last Minutes** – Chair Stokus asked for a motion to approve the minutes from the last meeting. Mr. Roy Sieger made a motion to approve that was seconded by Mr. Tracy Stage and passed by a unanimous vote of the members present.
3. **Regional Chairperson’s Roundtable**
 - **Unmanned Aircraft Systems (Drone, RC) Operations/Regulation** – The Administrator advised the committee that discussion on this issue was not as prevalent during this regional round. A number of members reported that notification calls had leveled off or decreased at their airports. Chair Stokus advised that calls to his airport regarding the operation of UAS had in fact decreased. Mr. Halley reported that the FAA recently released updated guidance (rules) on the operation of UAS. The general consensus of the committee was that although things seem to be somewhat status quo at the moment, continued monitoring was warranted as UAS related issues were likely to impact aviation operations around the state well into the future.
4. **FDOT Aviation**
 - **Aviation and Spaceports Office (ASO)**

Project / Item	ASO Contact Person	Project / Item Update
Florida Aviation System Plan (FASP)	Mr. Jim Halley, Aviation System Manager, (850) 414- 4505, Jim.Halley@dot.state.fl.us	Mr. Jim Halley advised the committee that the FASP is undergoing a comprehensive update in two (2) phases. Phase 1 was completed in April of 2016. We are moving forward with Phase 2 using our other General Consultant (GC) – we are currently in a transitional project, reviewing Phase I results and deliverables, assessing future needs, and finalizing the scope of work for Phase II. There will be a webinar meeting of the Comprehensive Review Team in early August. Phase 2 will be executed in September of 2016 with a scheduled completion of April of 2017.

Project / Item	ASO Contact Person	Project / Item Update
Florida Transportation Plan (FTP) and Strategic Intermodal System Plan (SIS)	Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us	Mr. Halley briefly updated the group on the FTP/SIS Update, noting that the FTP effort is now moving into the implementation stage. Additional information on the plans can be found online at www.FloridaTransportationPlan.com . Following the FTP brief, Mr. Halley updated the group on the basics of the Strategic Intermodal System (SIS) noting that, in addition to identified roads, ports, spaceports and rail terminals, there are currently nineteen (19) airports in the SIS. Mr. Halley noted that FDOT would be conducting a number of internal workshops this year with discussion centered on policies related to SIS designation and project prioritization and selection.
Chapter 333, F.S. Update	Mr. Greg Jones, Airspace and Land Use Manager, (850) 414-4502, Greg.Jones@dot.state.fl.us	Mr. Halley briefed the group on changes to Chapter 333 F.S. that took effect on July 1, 2016. He noted that the ASO would be working to identify/address any internal procedural changes required to comply with the latest version of Chapter 333, F.S. Mr. Halley noted that the update includes the requirement for zoning authorities to send to FDOT a copy of any adopted zoning ordinance related to Chapter 333 F.S. but that FDOT was required to neither review nor approve any ordinance. Mr. Halley further advised that zoning authorities have until July 1, 2017, to amend their local ordinance to come into compliance, per the new language in the statute.
Pavement Inspection and Repair Training	Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us	Mr. Halley reported that dates for the next offerings of these courses have now been set. The first course will be held on October 17th to 20th and the second offering will be from November 14th to 17th. Each course will be grouped to run two (2) modules consecutively. Each grouped session will consist of one 2-day module for pavement inspection and one 2-day module for pavement repair. Each module will have one classroom day and one field day. Participants may register for one or both modules. Both courses will be held at the FDOT District Urban Office in Orlando with fieldwork taking place at the Executive Airport.

Project / Item	ASO Contact Person	Project / Item Update
Airport Leadership Development Classes (ALDC 101 and 201)	Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us	Mr. Halley reported that two (2) classes had been held so far this year – one each of ALDC 101 (introductory) and ALDC 201 (advanced). He mentioned that an additional class is expected to be offered in the fall. It has not been determined if that class would be a 101 or 201. As usual, prospective class dates and registration information will be posted on the Florida Airports Council (FAC) and CFASPP websites. Participants that are interested in attending an ALDC class are welcome to contact Mr. Todd Cox, Aviation Program Development Manager at the ASO.
Florida Aviation Professionals Academy	Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us	This is a new project that has recently started. The Florida Aviation Professionals Academy (FAPA) will provide relevant academic and technical knowledge to airport sponsors, FDOT personnel, and other aviation professionals regarding FDOT's aviation processes, policies, and operations. The project will look at appropriate content delivery methods for the course as well as earning educational credit for attending the course. One of the items that will also be considered for the future is a condensed version of the course that elected officials, MPOs, or other professionals could attend to learn about FDOT Aviation. The Project is scheduled to be completed by June 2017.
Statewide Airfield Pavement Classification Number (PCN) Program	Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us	Mr. Halley reported that PCN inspections at airports around the state are underway. This project is being conducted in four 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, <i>Standardized Method of Reporting Airport Pavement Strength (PCN)</i> . The 31 Phase 2a inspections were completed in August of 2015 and the reports have been finalized. Phase 2b was recently initiated and will involve the inspection of another 31 airports by the end of 2016. Participants with questions on this project are invited to contact Dr. Abdul Hatim at the ASO.

Project / Item	ASO Contact Person	Project / Item Update
Statewide Airfield Pavement Management Program (PCI Surveys)	Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us	Mr. Halley updated the group on the status of the Statewide Airfield Pavement Management Program (SAPMP) noting that the purpose of the program is to collect and disseminate the necessary data to prioritize maintenance and rehabilitation, determine maintenance scheduling, perform material evaluations and support design considerations. Phase 1 was recently initiated – 48 airports will undergo inspection in 2016. Additional information is available online at the following web address: http://www.dot.state.fl.us/aviation/pavementManagement.shtm .
<i>Guidebook for Airport Master Planning</i>	Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us	Mr. Halley reported that the update to the Guidebook was completed at the end of May and is posted on the ASO website. The Guidebook, which provides standards for the development of master plans in Florida, was updated due to changes in various federal and state regulatory guidance documents, along with the desire to make the Guidebook more user-friendly. Along with the Guidebook, a two-page master plan brochure was created that can be used by airports in explaining the master planning process to various stakeholders and the public. Participants with questions on this project are invited to contact Mr. Todd Cox, Aviation Program Development Manager at the FDOT Aviation and Spaceports Office.
<i>Sustainability Guidebook</i>	Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us	Mr. Halley advised the participants that work on the Airport Sustainability Guidebook is still on going. The first phase (outreach and research) was completed in February of 2016. Phase 2 (Guidebook development) is ongoing and the final Guidebook will be completed by and disseminated at the FAC Specialty Conference in October of 2016. The intent of the Guidebook is to provide airports with the tools and knowledge necessary to develop their own sustainability programs or implement standalone sustainability initiatives in a variety of focus areas: economic viability, operational efficiency, natural resources conservation, and social responsibility.

Project / Item	ASO Contact Person	Project / Item Update
Wildlife Management	Mr. Mike McClure, Aviation Environmental & Freight Manager, (850) 414-4506, Mike.McClure@dot.state.fl.us	Mr. Halley advised the group that as discussed during the regional meetings, FDOT is currently collecting information from airport sponsors in an effort to determine if there is a need for a program to assist with wildlife management issues and compliance. Sponsors with questions or ideas to submit for consideration are invited to contact Mr. Mike McClure, Aviation Environmental & Freight Manager at the ASO.
<i>Airport Compatible Land Use Guidebook</i>	Mr. Greg Jones, Airspace and Land Use Manager, (850) 414-4502, Greg.Jones@dot.state.fl.us	Mr. Halley reported that FDOT would be undertaking an update to the Airport Compatible Land Use Guidebook. The Guidebook was last updated in 2012 and promotes airport land use compatibility and airspace protection through several means. It calls attention to existing statutory requirements related to airspace protection and airport land use compatibility. It offers clarification on existing statutory requirements on airport protection zoning, while also offering guidance on the implementation of these requirements. The Guidebook also provides clarification on standards and principles underlying airport protection zoning requirements, and provides options for discouraging the encroachment of incompatible land uses upon aviation facilities. Participants with questions on the Guidebook may contact Mr. Greg Jones, Airspace and Land Use Manager at the ASO.
Photometric Testing	Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414- 4504, Abdul.Hatim@dot.state.fl.us	Mr. Halley provided a brief history of this issue, noting that it was originally discussed during CFASPP Round 2016-1. He advised the group that the ASO is studying FAA inspection requirements and evaluating potential methods to assist airport sponsors with testing. State Aviation Manager, Mr. Aaron Smith advised the committee that assistance via project funding from the existing grant program would likely be considered before the direct purchase of inspection equipment by FDOT. Mr. Penksa asked Mr. Smith if FDOT would consider working with the Florida Airports Council (FAC) to address this issue – possibly within the FAC JPA. Mr. Smith replied that FDOT was considering the possibility of working with FAC on this issue. Participants with questions for FDOT on Photometric Testing are invited to contact Dr. Abdul Hatim, FDOT Aviation Engineering Manager, at the ASO.

- **FDOT District Announcements** – No comments.
5. **FAA Comment / Announcements** – FAA Orlando ADO Manager, Mr. Bart Vernace spoke to the entire group about the importance of proper planning as it related to the use of federal grant funds. He reported that his office had seen an increase in the “carry over” of funds noting that this is not indicative of proper planning. Mr. Vernace reminded the group that as a result of the recent ADO restructuring, there are now four (4) dedicated aviation planners available to assist airport sponsors – please use them. He then took a moment to thank the airport sponsors for their cooperation and patience with a number of recent changes to FAA policies and guidance.
6. **Old Business**
- **FDOT Procedure 375-030-06-c, Conflict of Interest for Department Contracts** – Mr. Halley briefed the group noting that as reported during the regional meetings, the Assistant Secretary is reviewing the latest version of the proposed policy. He had no additional information on the ultimate outcome only noting that it was his understanding that the policy (if implemented) would not be enforced retroactively and a grace period would likely be enacted to allow ample time for compliance efforts. When and if additional information becomes available, it will be communicated to the airport sponsors via their respective district offices.
7. **New Business**
- **Election of a new Vice-chairperson** – The Administrator advised Chair Stokus and the committee that the position of Vice-chairperson was currently vacant. Chair Stokus opened the floor for nominations. Mr. Allan Penksa nominated Mr. Roy Sieger of the Flagler Executive Airport for the position of Vice-chair. Mr. Penksa’s motion was seconded by Mr. Tracy Stage and passed by a unanimous vote of the members present.
 - **Committee Resolution Recognizing Mr. Gene Conrad** – Chair Stokus read a proposed resolution recognizing the service of former CFASPP Statewide Chairperson, Mr. Gene Conrad of the Lakeland Linder Regional Airport. Following the reading, Chair Stokus asked for a motion to adopt the resolution that was seconded and ultimately passed by a unanimous vote of the committee members present. The Administrator asked Chair Stokus to sign the resolution on behalf of the committee noting that it would be framed and presented to Mr. Conrad at the earliest opportunity.
8. **Open Forum**
- **Strategic Intermodal System (SIS) Eligibility** – Mr. Tom Jewsbury of the St. Pete-Clearwater International Airport asked about FDOT plans to review the eligibility criteria for designation as a Strategic Intermodal System (SIS) facility. Mr. Halley advised that FDOT had announced plans to conduct a number of workshops to review the current designation requirements and other criteria related to program eligibility.
 - **FDOT ASO Consultant Advertisement** – Mr. Halley advised the group that the FDOT ASO would be releasing an advertisement for a general consultant on

August 1, 2016. He reminded the group that the ASO staff would not be able to answer questions on or discuss the advertisement after that date.

9. **Time & Place of Next Meeting** – The CFASPP Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for October 26, 2016 at Renaissance World Golf Village Resort in St. Augustine beginning at 1:00 PM. He reminded the group that the CFASPP Round 2016-3 Regional Meetings begin on September 20, 2016.
10. **Adjournment** – Hearing no further business for the committee to consider, Chair Stokus adjourned the meeting at approximately 1:58 PM.