

Meeting Minutes
CFASPP STATEWIDE STEERING
COMMITTEE MEETING
October 26, 2016, 1:00 PM
World Golf Village Renaissance Resort St. Augustine

1. **Call to Order/Introductions** – Chair George Stokus called the meeting to order at 1:06 PM and asked everyone in attendance to introduce themselves.

<u>Name</u>	<u>Region</u>	<u>Representing</u>
George Stokus	Statewide Chair	Witham Field
Andrea Kvech*	Northwest Chair	Pensacola International Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
Todd Lindner	Northeast Chair	Jacksonville Aviation Authority
Roy Sieger	East Central Chair	Flagler Executive Airport
Lloyd Tillmann	West Central Chair	Hillsborough County Aviation Authority
Kerry Keith	Southwest Chair	Naples Airport Authority
Steve Rocco	Southeast Chair	Pompano Airpark
<i>Other Airports Represented</i>		
Richard McConnell*	Northwest	Northwest Florida Beaches Intl. Airport
Justin Fletcher	Northeast	Jacksonville Aviation Authority
David Dunkley	Northeast	Jacksonville Aviation Authority
Terry Lloyd	East Central	Kissimmee Gateway Airport
Kim Castro	East Central	Kissimmee Gateway Airport
Matthew Elia	East Central	Tavares Seaplane Base
Luis Olivero	East Central	Greater Orlando Aviation Authority
Carl Schweizer	East Central	Daytona Beach International Airport
Matthew Weaver	West Central	St. Pete-Clearwater Intl. Airport
Rich Lesniak	West Central	Albert Whitted Airport
Gary Duncan	Southwest	Lee County Port Authority
Alicia Dixon	Southwest	Lee County Port Authority
Lionel Guilbert	Southwest	Sarasota-Bradenton International Airport
Thomas Henderson	Southeast	Monroe County Airports

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Andy Keith	FDOT Aviation Development Administrator
Todd Cox	FDOT Aviation Program Development Manager
Paul Simmons	FDOT District 1
Wendy Sands	FDOT District 1
Barbara Cloud	FDOT District 2
Donna Whitney	FDOT District 2
Allison McCuddy	FDOT District 5
Ray Clark	FDOT District 7
Bart Vernace	FAA Orlando ADO Manager
Krystal Richey	FAA Orlando ADO
Jennifer Ganley	FAA Orlando ADO
Nan Walsh	Amherst Consulting, Inc.
Susie Bender	ICE, Inc.
Dave Goode	ICE, Inc.
Doug Hambrecht	ICE, Inc.
Carolyn Malphurs	DRMP, Inc.
George McLatchey	DRMP, Inc.

Charles Smith	DRMP, Inc.
Bob Overby	RS&H, Inc.
Jaime Eaton	RS&H, Inc.
Chip Snowden	Hanson Professional Services
Gordon Reynolds	Air Traffic Consulting Services
John Collins	AVCON, Inc.
Mary Soderstrum	AVCON, Inc.
Andrew Holton	AVCON, Inc.
Doug Saunders	C&S Engineers
Bill McGrew	GAI Consultants
Peter Green	ESA, Inc.
Gary Exner	Advantage Consulting, Inc.
Joe Glowacki	AECOM, Inc.
Matt Caron	Gale Associates
Justin Edwards	Gale Associates
Jon Sewell	Kimley-Horn & Associates
Zach DeVeau	Kimley-Horn & Associates
Dan Afghani	CFASPP Administrator

***Via Teleconference**

2. **Approve Last Minutes** – Chair Stokus asked for a motion to approve the minutes from the last meeting. Mr. Steve Rocco made a motion to approve that was seconded by Mr. Roy Sieger and passed by a unanimous vote of the members present.
3. **Regional Chairperson’s Roundtable**
 - **FAA AC 150/5200-30D, Airport Field Condition Assessments and Winter Operations Safety (Wet Runway NOTAMS) (All)** – Chair Stokus reported that this issue had been resolved following a significant amount of coordination between airport sponsors, Florida Airports Council (FAC), and the FAA. Based on the latest guidance from the FAA, the issuance of a NOTAM is no longer required if water is the sole contaminant.
 - **Photometric Testing** – Mr. Allan Penksa reported that FAA safety inspectors continue to raise the issue of brightness as it relates to airfield lighting. He noted previous committee discussions on the matter and again encouraged airport sponsors and FDOT to examine the merits of a statewide program to address this type of testing.
 - **Tavares Seaplane Base** – Mr. Sieger reported that the East Central Florida Metro Area committee was considering a FASP entry request from the City of Tavares for the Tavares Seaplane Base. He stated that a special meeting of the committee would be held in the next month to vote on a recommendation to FDOT regarding inclusion (or not) of the facility in the FASP.
4. **FDOT Aviation**
 - **Aviation and Spaceports Office (ASO)** – Mr. Todd Cox briefed the committee on the following statewide projects underway at ASO:
 1. **Florida Aviation System Plan (FASP)**

ASO Contact Person: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us

The FASP is undergoing a comprehensive update in 2 phases. Phase I was completed in April of 2016. ASO is currently in a transitional project, reviewing Phase I results and deliverables, assessing future needs, and finalizing the scope of work for Phase II, which should be executed in October. Final FASP products will be completed between April and July of 2017. There was a webinar meeting of the Comprehensive Review Team (CRT) in early August and the CRT will have an in-person meeting at the District 5 Urban Office in Orlando on December 6, 2016, at 9:00 a.m.

Some key items included in the FASP Phase 2 effort include updates to the CFASPP website, continued data collection, the identification of future system needs, the analysis of alternative scenarios that may impact aviation in Florida, recommendations on facilities, services, and infrastructure throughout the state as well as policy and procedural recommendations, and continuous coordination and meetings with stakeholders such as CFASPP members and participants, MPO/RPC/TPO staff, FAA, and FDOT. Final products will include a technical report, a long and short version of an executive summary, CFASPP regional brochures, four audience-specific primers, a series of short videos that will communicate the benefits and role of aviation in Florida, and the development of a Geographic Information System.

2. Economic Impact Study Update

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

In 2000, FDOT released their first economic impact study for airports as part of the Florida Aviation System Plan (FASP). Based on the success of the economic impact component at that time and the changing economic conditions in Florida, a standalone study was completed in 2010 and updated in 2014. An update to the Statewide Aviation Economic Impact Study is being completed to provide the latest available information on the impact of the State's aviation industry on Florida's economy as well as to make strategic planning and funding decisions. This information will be reported based on statewide impacts and for the individual public use airports. In addition, the economic impacts will also be reported by the FDOT Districts and, to be consistent with the current FASP development, a crosswalk will be provided to CFASPP and the Florida Economic Development Council (FEDC) regions. This Study will focus on factors that impact aviation economic activity such as employment, industry trends, air freight, and population. In addition, the overall role of aviation in supporting the state's economy will be reported at the statewide, regional, and local levels. To discuss some of the very unique aspects of Florida's aviation role in the State's economy, case studies will be developed. These will include both commercial service and general aviation examples. Jobs, payroll, and economic activity will be calculated for each public use airport in this study. Based on the analysis of this study, the direct, indirect, and induced impacts will be developed resulting in the total economic impacts for aviation in the Florida. Included in this study will be an Economic

Impact Communication Toolkit that can be used to assist airports and airport sponsors with communicating the results of the study related to their facilities.

3. Airport Sustainability Guidebook

ASO Project Manager: Mr. Jim Halley, Aviation System Manager, (850) 414-4505, Jim.Halley@dot.state.fl.us

In late 2015, FDOT initiated the Airport Sustainability Guidebook. The first phase (outreach/research) was completed in February. Phase 2 (Guidebook development) was initiated in early 2016 and the final Guidebook is expected to be completed and distributed in late 2016. The project team has met with almost 20 airports, from GA airports to large hub commercial service airports. Additionally, the team has met with numerous non-aviation stakeholders to gain additional information and incorporate sustainability resources not necessarily of initial consideration for those in the airport industry.

4. Air Service Study

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

An update to the 2014 Air Service Study is currently underway. This update will reflect the most current data regarding air service in Florida and will include comparisons from what was provided in past reports and provide additional analysis and quantifiable information about how Florida ranks in terms of international and domestic air service, as well as nationally and globally. Additionally, the project will examine international, national, and Florida specific trends and conditions in aviation and how these trends may possibly affect Florida's airports' air service. Phase 1 of the project was completed at the end of August and Phase 2 has been initiated. The entire project is tentatively scheduled to be completed sometime in the spring of 2017. The current Air Service Study can be found at http://www.dot.state.fl.us/aviation/fas_studies.shtm.

5. Air Cargo Study

ASO Project Manager: Mr. Mike McClure, Aviation Environmental & Freight Manager, (850) 414-4506, Mike.McClure@dot.state.fl.us

The 2013 Air Cargo Study is being updated. The update will examine the industry trends, analyze the capacity of Florida's air freight system, update the state's air cargo forecasts, and develop air cargo findings and recommendations. Both domestic and international trends will also be considered, with particular focus on Florida's role as a gateway to Latin America and any new routes from Florida's airports to Europe and Asia. Phase 1 of the project is nearly complete with Phase 2 expected to start sometime in late 2016. The update should be complete by mid-2017. The current Air Cargo Study can be found at <http://www.dot.state.fl.us/aviation/cargo.shtm>.

6. Chapter 333, F.S., and Airport Zoning Data Inventory

Mr. Greg Jones, Airspace and Land Use Manager, (850) 414-4502, Greg.Jones@dot.state.fl.us

Chapter 333, Florida Statutes (F.S. 333), Airport Zoning, was amended during the 2016 Legislative Session by House Bill (HB) 7061. HB 7061 revises and repeals certain sections of F.S. 333 which will require modification of existing Airport Zoning Regulations previously adopted by local political subdivisions. HB 7061 became effective July 1, 2016, and provides that “any airport zoning regulations in effect on July 1, 2016, which includes provisions in conflict with this chapter shall be amended to conform to the requirements of this chapter by July 1, 2017.” The Department takes the position that although HB 7061 became effective July 1, 2016, Airport Zoning Regulations that comply fully with F.S. 333 (pre-July 1, 2016) remain in effect until July 1, 2017, or when revised by the political subdivision to comply fully with the amended F.S. 333, whichever occurs first. The Department has developed a PowerPoint presentation to reflect the changes to F.S. 333 and the impact on the airport zoning process. The presentation and a copy of HB 7061 are posted to the Documents and Publications section of the ASO website. ASO will be hosting 3 webinars to provide guidance on the update to Chapter 333, F.S.: October 4th, 12th, and 20th. Times and registration links are available on the ASO website.

7. Operations Counts at Non-Towered Airports

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

Today, there are very limited flight operations data being collected at Florida’s 82 non-towered airports. Previous work has been completed on this subject at a national level. The Transportation Research Board ACRP Report 129 provides national guidance on evaluating methods for counting aircraft operations at non-towered airports. However, based on the unique requirements at Florida airports and based on the magnitude of aviation activity and the number of general aviation airports here, ASO has developed this project to document the technology and equipment options as well as to establish a generally-accepted methodology for collecting this information. This project will examine the techniques and technologies that can be employed here in Florida and how these can be shared, procured, or provided. In addition, various methodologies will be compared and analyzed in the Florida context. Testing and sampling methods will also be examined and discussed. These findings will be documented in a final report that will be used by the ASO and Florida’s airports to better prepare operations counts.

8. Statewide Aviation Pavement Management Program (SAPMP)

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us

The purpose of the SAPMP is to provide 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. For more information, please visit

<http://www.dot.state.fl.us/aviation/pavementManagement.shtm>.

9. Statewide Airfield Pavement Classification Number (PCN) Program

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504,
Abdul.Hatim@dot.state.fl.us

This project will be conducted in four (4) phases over a 3-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). 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 another 31 airports to be inspected this year.

10. Florida Aviation Professionals Academy

ASO Project Manager: 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 of 2017.

11. Statewide Aviation Pavement Management Training

Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504,
Abdul.Hatim@dot.state.fl.us

To assist Florida's airports to comply with the Public Law 103-305 and other requirements from the Federal Aviation Administration (FAA), this project includes providing pavement inspection/evaluation training using Pavement Condition Index (PCI) methodology and airfield distress repair training with regard to daily, monthly, and annual pavement inspections to assist airport sponsors in conducting basic repair on the pavement at their airports. Two courses will be held in 2016:

Training Location:

Classroom Training at FDOT District 5 Urban Office at 133 South Semoran Blvd. Orlando, Florida 32807

Field Inspection and Distress Repair Training at Orlando Executive Airport, 365 Rickenbacker Dr. Orlando, FL 32803

Training Schedule:

Session 2 – November 14 - November 17, 2016

The sessions will be grouped to run two (2) modules consecutively. Each grouped session will consist of one, two (2) day module for pavement inspection (one day in the classroom and one day in the field) and one, two (2)

day module for pavement repair (one day in the classroom and one day in the field), with a total of four (4) days per grouped session. Participants may register for just one or both modules.

12. JACIP/JPM Computer Based Training

ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

The purpose of this project is to develop an online computer-based training course to train airport staff, FDOT, and the FAA in the use of the JACIP and JPM. The module that is currently under development will allow users to take training at their own pace as well as have the ability to select specific refresher training. The project commenced in February and is scheduled to be completed in December of 2016.

- **FDOT District Announcements** – No comments.
5. **FAA Comment / Announcements** – FAA Orlando ADO Manager, Mr. Bart Vernace spoke to the entire group about activities at the FAA. He reported that the Orlando ADO put \$178 million under grant in 2016. The FAA is still operating on a continuing resolution that currently runs into early December. Mr. Vernace encouraged the airport sponsors to work closely with their project managers and to keep JACIP updated with the most accurate information on project requests. He reminded the group that pre-applications are due in November this year. Mr. Vernace reiterated the importance of “not” carrying over available project funds to the extent possible. He noted that the restructuring of the ADO and the increased emphasis on planning was part of an effort to reduce the amount of carryover funds each year. Following his general remarks, the committee asked Mr. Vernace a number of questions related to operations/procedures at the FAA:
- Mr. Penksa asked if the ADO was aware of the photometric inspection requirements now being enforced by the FAA safety inspectors? Mr. Vernace replied that the ADO was generally aware of it but specific information on the policy and application would need to come from the Standards division.
 - Chair Stokus asked Mr. Vernace if he had any suggestions for airport sponsors on the avoidance of surprise requirements in Advisory Circulars (Wet Runway NOTAMs)? Mr. Vernace encouraged the airports to be more active during the open review and comment period for all Advisory Circulars.
 - Mr. Penksa asked Mr. Vernace if the ADO had any information/guidance to share on potential changes to the PFC program? Mr. Vernace was aware that different advocacy groups had submitted suggested changes to the FAA but at this point, there was nothing new to share on the ADO side of the process.
 - Chair Stokus asked Mr. Vernace about the possible return of the FAA Communications Conference and the FAA ADO/Sponsor Workshop? Mr. Vernace indicated that the return of the Communications Conference appeared doubtful. He indicated that the FAA ADO/Sponsor Workshop could return, possibly following the planned ADO relocation.
6. **Old Business**
- **CFASPP Statewide Bylaws Review/Ratification** – Following an introduction from the Administrator and a brief discussion among the committee, Chair Stokus

asked for a motion to approve the CFASPP Statewide bylaws in the current format for another two-year period. Mr. Kerry Keith made a motion to approve that was seconded by Mr. Sieger and passed by a unanimous vote of the members present.

7. **New Business** – None.
8. **Open Forum** – No comments.
9. **Time & Place of Next Meeting** – The CFASPP Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for April 5, 2017 at the Lakeland Linder Regional Airport. He reminded the group that the CFASPP Round 2017-1 Regional Meetings begin on February 21, 2017.
10. **Adjournment** – Hearing no further business for the committee to consider, Chair Stokus adjourned the meeting at approximately 1:48 PM.