Meeting Minutes
CFASPP STATEWIDE STEERING
COMMITTEE MEETING
July 22, 2017, 1:00 PM
Loews Miami Beach Hotel

1. **Call to Order/Introductions** – Chair George Stokus called the meeting to order at 1:02 PM and asked the committee members to introduce themselves.

Name	Region	Representing
George Stokus, Chair	Treasure Coast Chair	Witham Field
Roy Sieger, Vice-chair	East Central Chair	Flagler Executive Airport
Andrea L. Kvech, AAE	Northwest Chair	Pensacola International Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
Cindy Barrow	Central Vice-chair	Bartow Municipal Airport
Lloyd Tillmann	West Central Chair	Hillsborough County Aviation Authority
Kerry Keith	Southwest Chair	Naples Airport Authority
Steve Rocco	Southeast Chair	Pompano Airpark
	Other Airports Represented	
Parker McClellan	Northwest	Northwest Florida Beaches Intl. Airport
David Pollard	Northwest	Tallahassee International Airport
Tracy Stage	Northwest	Okaloosa County Airports
Chad Rogers	Northwest	Okaloosa County Airports
Roland Luster	North Central	Lake City Gateway Airport
Matt Grow	North Central	Ocala International – Jim Taylor Field
David Dunkley	Northeast	Jacksonville Aviation Authority
Matthew Elia	East Central	Tavares Seaplane Base
Diane Crews	East Central	Orlando Sanford International Airport
George Speake	East Central	Orlando Sanford International Airport
Karen Feaster	East Central	Daytona Beach International Airport
Carl Scheweizer	East Central	Daytona Beach International Airport
Dan Blake	East Central	Daytona Beach International Airport
Luis Olivero	East Central	Greater Orlando Aviation Authority
Ramon Senorans	East Central	Kissimmee Gateway Airport
William Potter	East Central	Melbourne International Airport
Debbie Marino	East Central	Titusville-Cocoa Airport Authority
Zach Voorhees	East Central	Valkaria Airport
Marilyn Hively	East Central	Melbourne International Airport
David Perley	East Central	Melbourne International Airport
Rob Himler	East Central	Melbourne International Airport
Kevin Daugherty	West Central	Brooksville-Tampa Bay Regional Airport
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Michael Iguina	West Central	St. Pete-Clearwater Intl. Airport
Scott Yarley	West Central	St. Pete-Clearwater Intl. Airport
Leo Treggi	Central	Winter Haven's Gilbert Field
Cindy Barrow	Central	Bartow Municipal Airport
Kent Bontrager	Southwest	Sarasota/Bradenton International Airport
Chris Rozansky	Southwest	Naples Airport Authority
James Parish	Southwest	Punta Gorda Airport
Ray Laroche	Southwest	Punta Gorda Airport
Chad Rosenstein	Southwest	Lee County Port Authority
Gary Duncan	Southwest	Lee County Port Authority
James Furiosi	Southwest	Lee County Port Authority
Ellen Lindblad	Southwest	Lee County Port Authority

Juliet Iglesias	Southwest	Lee County Port Authority
Derek Faulkner	Southwest	Lee County Port Authority
Ethan Croop	Southwest	Lee County Port Authority
Scott Sheets	Southwest	Lee County Port Authority
Barry Bratton	Southwest	Lee County Port Authority
Scott Baker	Treasure Coast	Sebastian Municipal Airport
Erik Treudt	Treasure Coast	Witham Field
Eric Menger	Treasure Coast	Vero Beach Municipal Airport
Kathy Scott	Treasure Coast	Okeechobee County Airport
Spencer Thornton	Southeast	Fort Lauderdale Executive Airport
Florence Straugh	Southeast	Fort Lauderdale Executive Airport
Scott Kohut	Southeast	Boca Raton Airport
Jose Ramos	Southeast	Miami-Dade Aviation Department
Nina MacPherson	Southeast	BCAD – North Perry Airport
Stephanie Morgan		Lewiston (ID) Regional Airport

In addition, the following people were in attendance:

Name	**Representing**
Andy Keith	FDOT Aviation Development Administrator
Jim Halley	FDOT Aviation System Manager
Bart Vernace	FAA Orlando ADO Manager
Mark Kistler	Michael Baker Intl.
Mohsen Mohammadi	AID, Inc.
Sabina Mohammadi	AID, Inc.
Bill McGrew	GAI
Duane Lofdahl	The Austin Company
Doug Fuller	Quantum Spatial
Stuart Moncrieff	Gale Associates
Justin Edwards	Gale Associates
Francisco Alvarado	BRPH
Anne Maguire	BRPH
John Mafera	McFarland Johnson
Bob Ori	Planning Technologies, Inc.
Jerry Roberts	Planning Technologies, Inc.
Dave Goode	ICE, Inc.
Doug Hambrecht	ICE, Inc.
Susie Bender	ICE, Inc.
Doug Saunders	C&S, Inc.
Michael Ritus	RS&H
Michael Moon	Hanson Professional Services
Doug Norman	HTA, Inc.
Wilbur Mathurin	HTA, Inc.
Jean Mongillo	HTA, Inc.
Iryna Afong	HTA, Inc.
Ben Siwiniski	VHB, Inc.
Sierra Gaenicke	VHB, Inc.
Pam Keidel-Adams	Kimley-Horn & Associates
Adam Johnson	Kimley-Horn & Associates
Zach DeVeau	Kimley-Horn & Associates
Mark Manning	Kimley-Horn & Associates

Sandeep Singh	AVCON, Inc.
Lee Lewis	AVCON, Inc.
Robert Palm	AVCON, Inc.
Hilary Maull	AVCON, Inc.
Michael Coppage	AVCON, Inc.
Annabelle DiCarlo	AVCON, Inc.
Tim Shea	AVCON, Inc.
Mary Soderstrum	AVCON, Inc.
Dan Afghani	CFASPP Administrator

2. **Approve Last Minutes** – Chair Stokus asked for a motion to approve the minutes from the last meeting. Vice-chair Roy Sieger made a motion to approve that was seconded by Mr. Steve Rocco and passed by a unanimous vote of the members present.

3. **Regional Chairperson's Roundtable**

- **Ride Sharing Operations (Permitting/Revenue Capture) (NW)** – Ms. Andrea Kvech updated the committee on this topic noting that a number of the commercial service airports in Northwest Florida were currently evaluating options for compliance with statutory requirements related to airport access/fee assessments for livery operators. Collection of required fees from ride share operators is now required. Capturing these fees from the largely unregulated ride share operators will require the installation of new technology or the modification of existing permitting processes.
- **Chapter 333 F.S. Compliance Efforts** – The Administrator advised the committee that based on airport sponsor reports at the regional meetings, it would appear that significant progress was made on this issue in as the June deadline approached. Many airport sponsors reported that the compliance process had been completed or was very close to completion.
- **Temporary Flight Restrictions (TFR) – Southeast Florida Metro Area** –Mr. Steve Rocco reported that the TFR is still in place during Presidential visits.
- **ATC Privatization Proposal –** The group briefly discussed the ATC privatization proposal noting that implementation would be a monumental task. The committee will continue to monitor progress of the proposal at the congressional level.

4. **FDOT Aviation**

- **Aviation and Spaceports Office (ASO)** – Mr. Halley 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 that is anticipated to be completed in mid-2017 with a gradual rollout of final products between July and September of 2017. The project team is currently finalizing numerous deliverables, including an alternatives analysis, demand/capacity analysis, accessibility mapping, recommendations, and the identification of system needs and associated costs. Public-facing documents that will be released

over the next few months include four audience-specific primers, CFASPP regional brochures, a short and long version of an executive summary, and a comprehensive technical report.

2. **Economic Impact Study Update**
   ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

   An update to the 2014 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. 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. 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

   Final products associated with the Guidebook are being completed and the Guidebook will be released on July 14th, along with associated resources and tools. Related resources include sample language for scopes and RFPs, a PowerPoint presentation template to assist airports in communicating the intent and benefits of sustainability to airport partners, community groups, and airport boards/leadership, audience-specific primers, and case studies highlighting the benefits of various aspects of sustainability at airports.

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

   Phase 2 is scheduled to be complete by June 30, 2017. 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.

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

The 2016 Florida Air Cargo Study was completed in April and is available in PDF format at: http://www.fdot.gov/aviation/flpub.shtm. The Study examines air cargo industry trends, analyzes the capacity of Florida's air freight system, and updates the state's air cargo historical statistics and forecasts. Both domestic and international trends are considered, with particular focus on Florida's role as a gateway to Latin America and new routes from Florida's airports to Europe and Asia.

6. **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

   Phase 1 of this project is currently complete and Phase 2 will be starting in July/August 2017. FDOT has developed this project to document the technology and equipment options as well as to establish a generally-accepted methodology for collecting aircraft operational count information. The project examines 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.

7. **Guidebook for Airport Master Planning**
   ASO Project Manager: Mr. Todd Cox, Aviation Program Development Manager, (850) 414-4510, Todd.Cox@dot.state.fl.us

   The current version of the FDOT Guidebook for Airport Master Planning is being updated as a result of recent changes to various Federal Aviation Administration (FAA) rules and regulations and other regulatory guidance while continuing to improve its overall function and usability. The guidebook will now be updated annual to ensure that the latest information is contained in the document. The Guidebook provides guidance to airport sponsors, operators and consultants in the development, preparation and use of airport master plans in Florida and is the standard by which all airport master plans are produced. The project will be completed by the end of July, 2017.

8. **ASO Annual Awards Program**
   Mr. David Roberts, Aviation Operations Administrator, (850) 414-4500, David.Roberts@dot.state.fl.us

   The nomination window for the 2017 ASO Awards closed on May 31, 2017. The nominations are being considered in Central Office and awards will be given out immediately following the Statewide CFASPP meeting in Miami on July 22, immediately preceding the FAC Annual Conference.

9. **Statewide Aviation Pavement Management Training**
   Dr. Abdul Hatim, Aviation Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us

The first session for the Airfield Pavement Inspection (PCI) training course will be conducted on October 9 and 10, 2017. The second session for the Airfield Pavement Inspection (PCI) training course will take place on November 13 and 14, 2017 while the first session for Airfield Pavement Distress Repair training course will be conducted on October 11 and 12, 2017 and the second session for the Airfield Pavement Distress Repair training course will take place on November 15 and 16, 2017.

10. **Florida Aviation Database (FAD)/ Integrated Facility Module (IFM) Updates**
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 update various modules within the FAD including various sections of the Integrated Facility Module (IFM) and the Private Airport Registration Module. The modifications also include FAA requested updates for their portion of the IFM. Project will be starting in June and will be completed in October, 2017

11. **Strategic Intermodal System (SIS) Funding Cycle**
ASO Project Manager: Mr. Mike McClure, Aviation Environmental & Freight Manager, (850) 414-4506, Mike.McClure@dot.state.fl.us

SIS Funding Cycle
Activities associated with the 2017 cycle for the SIS Modal Project Selection began in April. A review and update of projects currently programmed with SIS funds resulted in $14.8M being removed from projects that were either cancelled or rescheduled. The released $14.8M, in addition to other available un-programmed SIS funds, will be used for programming on new SIS project submission requests. The ASO sent instructions and a project submission template to the District Aviation Coordinators to pass to the SIS airports in their district. The deadline for new project submissions, for SIS eligible projects for fiscal years 2018 thru 2023, was May 31. In preparation for the current SIS funding cycle, please keep the following information in mind:
ASO project selection cycle:

- Notification (April): ASO informs District Aviation Coordinators (DACs) regarding upcoming SIS funding cycle and due dates.
- Review (May 5): Review the status of all projects programmed with SIS funds (FY2012-FY2022) and report results to ASO.
- Prepare (April/May): Airports prepare their new SIS project funding requests using provided submission template.
- Submit (May 31): All new SIS project submissions due to ASO.
- Prioritize (June): ASO will prioritize all new SIS project submissions and prepare funding programming proposal.
- Present (July 1st): Funding programming proposal will be presented to ASO, SIS, and CO leadership.
- Select (mid-July to August): CO Leadership will selected/decide the SIS projects and amounts to be funded.

- Notification (September): District SIS and Aviation Coordinators will be notified and will in turn notify their SIS facilities/airports.
Work with your District Aviation Coordinators and your District SIS Coordinators.

SIS Plan
The SIS designation structure is still in the works. Project funding eligibility criteria will not be discussed until after the SIS designation structure and criteria have been finalized and approved. The Systems Planning group anticipates meeting with leadership in June/July to discuss the SIS designation structure.

12. **Other FDOT Business**

New FDOT Secretary
- Mike Dew has been officially appointed Secretary of Transportation.

Aviation Appropriation
- Looking good for Aviation at $257,056,198 for FY18
- $1B plus over the next 5-years

CO Retirement
- Fred Karuga retiring after 31 years with FDOT
- Last day June 30, 2017

FL Freight Advisory Committee
The Florida Freight Advisory Committee is now up and running, so please make sure your CFASPP contacts are aware. We can provide a few slides if you like, and updates will be available here:
http://freightmovesflorida.com/florida-freight-advisory-committee/

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

5. **FAA Comment / Presentations**
   - FAA Orlando ADO Manager, Mr. Bart Vernace reviewed a slide presentation with the group highlighting a number of FAA program related topics. He stressed the importance of closing out projects in a timely manner and briefly reviewed the FAA project invoicing process. Mr. Vernace also touched on a number of common engineering/planning related issues that are impacting projects around the state. Following his presentation, Mr. Vernace invited the airport sponsors to contact their respective program managers with any questions they may have.

6. **Old Business** – None.

7. **New Business**

   - **Appointment of a new Chairperson** – The Administrator advised the committee that Chair Stokus had accepted a new position in Martin County and would be stepping down from his posts as Chair of the Treasure Coast and Statewide CFASPP committees. He advised that Mr. Erik R. Treudt, CM had been elected to

replace Mr. Stokus as Chair of the Treasure Coast Region committee. Citing a review of the CFASPP Statewide Bylaws, the Administrator advised that procedure called for the current Vice-chair to replace the outgoing Chair in the event of a vacancy. In the event of a midterm vacancy, the Vice-chair would serve for the remainder of the current Chairperson's term. Vice-chair Roy Sieger indicated that he was prepared to take over as Chair of the Statewide committee. The Administrator advised that a committee vote was not required on this procedural action and that Mr. Sieger would assume the duties of Statewide Chairperson at conclusion of the meeting. The committee determined that the election of a new Vice-chair would be an agenda item at the next meeting in October.

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 October 25, 2017 in Orlando. He reminded the group that the CFASPP Round 2017-3 Regional Meetings begin on September 12, 2017.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Stokus adjourned the meeting at approximately 2:14 PM.