

**Meeting Minutes  
CFASPP STATEWIDE STEERING  
COMMITTEE MEETING  
April 11, 2018, 10:30 AM  
Lakeland Linder Regional Airport**

1. **Call to Order/Introductions** – Chair Roy Sieger called the meeting to order at 10:34 AM and asked everyone in attendance to introduce themselves.

<b>Name</b>	<b>Region</b>	<b>Representing</b>
Roy Sieger	Statewide Chair	Flagler Executive Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
John Wiatrak*	Treasure Coast V-Chair	Treasure Coast International Airport
Gene Conrad	Central Chair	Lakeland Linder Regional Airport
Lloyd Tillmann	West Central Chair	Hillsborough County Aviation Authority
Kerry Keith	Southwest Chair	Naples Airport Authority
Steve Rocco*	Southeast Chair	Pompano Airpark
Andrea Kvech*	Northwest Chair	Pensacola International Airport
<i>Other Airports Represented</i>		
David Pollard	Northwest	Tallahassee International Airport
Alicia Wetherell	Northwest	Tallahassee International Airport
Richard McConnell	Northwest	Northwest Florida Beaches Intl. Airport
Cecil Sturdavant	North Central	Gainesville Regional Airport
Aaron Carver	North Central	Gainesville Regional Airport
Matthew Elia	East Central	Tavares Seaplane Base
John Eiff	East Central	DeLand Municipal – Sidney H Taylor Field
Matt Elia	East Central	Tavares Seaplane Base
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Dan Johnson	West Central	Hillsborough County Aviation Authority
Rich Lesniak	West Central	Albert Whitted Airport
Alex Vacha	Central	Winter Haven's Gilbert Airport
John Helms	Central	Bartow Municipal Airport
Samantha Meadows	Central	Lakeland Linder Regional Airport
James Parish	Southwest	Punta Gorda Airport
Ron Mallard	Southwest	Punta Gorda Airport
Ray LaRoche	Southwest	Punta Gorda Airport
Scott Baker	Treasure Coast	Sebastian Municipal Airport
Sam Carver	Treasure Coast	Witham Field

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Aaron N. Smith	FDOT State Aviation Manager
Michael McDougall	FDOT Aviation Communications Manager
Kristi Smith	FDOT District 1
Wendy Sands	FDOT District 1
Jim Wikstrom	FDOT District 5
Lauren Farrell	FDOT District 5
Sunshine Cayubit*	FDOT District 6
Ray Clark	FDOT District 7
Mike Brown	FDOT District 7
Rebecca Henry	FAA Orlando ADO Asst. Manager
Scott Carraro	FAA Orlando ADO
Jennifer Ganley	FAA Orlando ADO

Lisa Waters	FAC
Bob Crawley	Heartland Regional TPO
Neil Cosentino	Global Airports
Sara Bateman	HTA, Inc.
Sabina Mohammadi	AID, Inc.
Doug Norman	HTA, Inc.
Mark Kistler	Michael Baker Intl.
Tim Shea	AVCON, Inc.
Robert Mentzer	HMMH, Inc.
Jay Scalise	Kutchins & Groh
Brad Dunn	ECS Striping
Izzy Bonilla	Aviation Consulting Services
Brian Garrett	Hi-Lite Airfield Services
Lisandro Rosales	Danton Hydroblasting
Matthew Serynek	RS&H
Rob Oram	Hi-Lite Airfield Services
Kinn Moursund	Hi-Lite Airfield Services
Justin Edwards	Gale Associates
Matt Caron	Gale Associates
Christopher Reynolds	Gale Associates
Mike Harris	Hanson Professional Services
Jim Halley	Kimley-Horn & Associates
Adam Johnson	Kimley-Horn & Associates
Dan Afghani	CFASPP Administrator

2. **Approve Last Minutes** – Chair Sieger asked for a motion to approve the minutes from the last meeting. Mr. Kerry Keith made a motion to approve that was seconded by Mr. Lloyd Tillmann and passed by a unanimous vote of the members present.
3. **Regional Chairperson’s Roundtable**
  - **Flight Training Activity at Neighboring Airports (TC)** – Mr. Scott Baker updated the group on this issue from the Treasure Coast meeting noting that there had been an increase in flight training activity at the Sebastian Municipal Airport. The flight schools have been resistant in complying with published noise abatement procedures and this has likely contributed to an increase in noise complaints from nearby residents. The city is evaluating options to handle the issue.
  - **Statewide Airfield Marking Contract (WC, NW)** – Mr. Lloyd Tillmann noted that there were some concerns with the performance of the current vendor expressed at the West Central meeting. The Administrator mentioned an email received from the Pensacola International Airport following the Northwest Region meeting. The email expressed concern over QA/QC requirements that were included in the latest version of the contract (executed January 2018). In order to avoid any confusion, the Administrator invited all contract users with questions on the contract, the requirements within or other any concerns to contact the project manager, Dr. Abdul Hatim at the FDOT ASO.
  - **Aviation Fuel Tax (SW, EC, SE, NC)** – Chair Sieger briefed the group on this matter noting that a last minute shift during the legislative session has resulted in what will likely result in a further reduction of the tax. At the end of the regional round of meetings, it appeared that the tax would not be reduced this year. The

Florida Airports Council (FAC) and airport members around the state are monitoring the issue and formulating a plan to move forward.

#### 4. **FDOT Aviation**

- **Aviation and Spaceports Office (ASO)** – The Administrator briefed the committee on the following statewide projects/initiatives underway at FDOT ASO:

##### 1. **Florida Aviation System Plan (FASP)**

ASO Contact Person: Mr. Andy Keith, Aviation Development Administrator, (850) 414-4516, [Andy.Keith@dot.state.fl.us](mailto:Andy.Keith@dot.state.fl.us)

The purpose of the FASP is to analyze Florida's system of airports collectively (statewide and by FDOT District/Continuing Florida Aviation System Planning Process (CFASPP) Region) in order to understand the relationships of these facilities and surrounding demographics in comparison to the current and future needs of the users of the system. This understanding aids FDOT in implementing strategic plans, policies, and priorities that enhance the Florida aviation system. A comprehensive update to the FASP was recently completed. Final FASP products will be uploaded to the FDOT website soon. Some key items included in this FASP update include updates to the CFASPP website, 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, DOD, and other FDOT offices. Final products include a technical report, a long and short version of an executive summary, CFASPP regional brochures, four audience-specific primers, and the development of 8 white papers detailing recommended future projects for FDOT to undertake during the implementation phase of the FASP.

The current FASP can be found at:

[http://www.dot.state.fl.us/aviation/FASP\\_details.shtm](http://www.dot.state.fl.us/aviation/FASP_details.shtm). 2018 will focus on the implementation of the FASP; specifically, what it means during local planning efforts, how aviation should be considered in non-aviation plans and programs, and what the FASP means to specific audiences and how it should be leveraged. The current FASP can be found at [http://www.dot.state.fl.us/aviation/FASP\\_details.shtm](http://www.dot.state.fl.us/aviation/FASP_details.shtm).

Throughout the development of the FASP 2035 Update, a significant amount of data was collected on the aviation system. During this process, additional data opportunities became apparent in which information was unavailable or data was collected and compiled in an inconsistent manner. Further, development of the FASP 2035 also led to the identification of additional projects and/or studies that would support the continued implementation of the FASP and support FDOT's overall transportation system. To support the initiation of these follow-on studies, white papers have been developed for each one that details the need for the project, anticipated benefits, a cursory literature review, and more.

These white papers are available at:

<http://cfaspp.com/Projects/ProjectList.aspx?index=78>.

Additionally, FDOT is developing a new airport profile template that incorporates the look and graphics of the recent update to the Florida Aviation System Plan (FASP 2035). This template will be used in a future project to update the current airport profiles (available at <http://cfaspp.com/Airport/AirportList.aspx>) to reflect the graphics, look, and findings of FASP 2035. Throughout the course of the FASP update, extensive effort was expended to brand the FASP, update graphics, and analyze key factors pertaining to aviation in Florida. The graphics and branding of FASP 2035 have received positive feedback from Florida's aviation community. FDOT's current airport profiles contain information specific to each public use airport in Florida. However, some of the content is obsolete, changes to airports have occurred (runway designations have changed, airport names have changed, etc.), and the theme and aesthetics of the current profiles is not reflective of the current FASP. This project will bring the profiles in line with the FASP and update information as needed.

**2. Economic Impact Study Update**

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

Phase II has kicked off. We have received approximately 70% of responses to a survey sent out a few months ago. Thank you to those who have submitted their information so far. Additionally, all commercial service airports should have been contacted regarding the visiting passenger surveys. The study is scheduled to be complete by the end of January 2019.

**3. 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](mailto:Todd.Cox@dot.state.fl.us)

This project is a follow on project related to ACRP Report 129 and ACRP Synthesis 4. The test airports have been contacted and equipment deployment and testing has started. The project will be complete by the end of July 2018.

**4. ASO Annual Awards Program**

Mr. Mike McClure, Aviation Environmental and Freight Manager, (850) 414-4506, [Mike.McClure@dot.state.fl.us](mailto:Mike.McClure@dot.state.fl.us)

FDOT aviation awards are accepted at any time until May 31st of each year. Airport sponsors and consultants are encouraged to nominate those individuals and projects worthy of recognition. ASO is expecting a number of nominations in each category this year. The result will be a competitive selection process that identifies the worthiest projects and individuals. Information on the award categories and procedures for submitting nominations can be found at:

<http://www.dot.state.fl.us/aviation/aviationawards.shtm>. Nominations for this year are currently being accepted. All nominations must be received by ASO no later than May 31, 2018, to be considered. Information on the award

categories and procedures for submitting nominations can be found at <http://www.dot.state.fl.us/aviation/aviationawards.shtm>. FDOT presents an award certificate honoring the recipient in each category at the CFASPP Statewide Meeting in July.

**5. Annual Strategic Intermodal System (SIS) Funding Cycle**

Mike McClure, Aviation Environmental and Freight Manager, (850) 414-4506, [Mike.McClure@dot.state.fl.us](mailto:Mike.McClure@dot.state.fl.us)

The 2018 SIS Funding process will commence in March/April. Initial steps are as follows:

- Review of currently programmed SIS funds/projects
- Review allocations from past years with unexpended balances remaining to determine if projects can be closed out
- Review allocations for current & future years to determine if projects are still on track for execution.
- Call for new funding requests for fiscal years 2019-2024 using the revised SIS Airport Project Submission Template

For more information, please contact your district aviation coordinator.

**6. Florida Aviation Professionals Academy (FAPA)**

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

This project is progressing. The curriculum completed Subject Matter Expert review. FDOT is hosting a pilot course in March for which we already solicited volunteers from airports and consultants. The location for the pilot will be in Orlando. FAPA Pilot project participants should have already been contacted regarding the dates for FAPA.

**7. New Public Transportation Grant Agreement (PTGA)**

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

FDOT is replacing the Joint Participation Agreement with the Public Transportation Grant Agreement (PTGA). Airports were recently given notice that the Public Transportation Grant Agreement form and associated Exhibits, which will replace the Public Transportation Joint Participation Agreement (form 725-030-06), Amendment to the Public Transportation Grant Agreement (replacing form 725-030-07 Supplemental Public Transportation Joint Participation Agreement), and Request for Extension of Public Transportation Grant Agreement (new form to facilitate time-only extensions) were available for review and comment through your district aviation coordinator. These updates encompass over 16 months of coordination with the Department's Office of the Comptroller, Office of the General Counsel, and Central Office Modal Grant Managers. The development of these documents also included four (4) comment review points and a webinar review with the District Modal Grant Managers who regularly use these documents.

- **FDOT District Announcements** – No comments from Districts 5, 6 or 7.
5. **FAA Comment / Announcements** – Mr. James Marks of the FAA Headquarters in Washington D.C. gave a presentation on the coming requirement for general aviation operators to install ADS-B compliant equipment in their aircraft by January 2020.

Ms. Rebecca Henry updated the group on activities at the FAA Orlando ADO. She mentioned a number of deadlines related to the grant program including declaration of carryover funds and receipt of bids. On the project side, Ms. Henry mentioned that from a project standpoint, NEPA requirements apply no matter the funding source. Ms. Henry advised the group that the ADO would be advertising for a new Environmental Specialist – for now she is handling most of that workload. Ms. Henry mentioned the FAA Southern Region Airports Conference that was held in Atlanta last week. They had more than 400 attendees and would like to make it annual event.

6. **Old Business** – None.

7. **New Business**

- **Limited Pilot Examiners and High Testing Fees Impacting General Aviation Airports** – Mr. Penksa mentioned that GA operators and flight training schools in the North Central Region are finding it difficult to schedule licensing check rides for students. Wait times for an examine can be upwards of 6-8 weeks and the cost can be as high as \$800. This limited availability is making it difficult for students to complete training. It adds cost and makes the region a less desirable location to train. Mr. John Helms reported that he had similar experiences during his tenure as manager of the Marion County Airport. Mr. Conrad added that a number of FAA approved examiners are also failing to follow proper airport protocols for the time/location of exams.
- **Costs Associated with Special Events** – Mr. Conrad advised that costs for certain special events like Sun'n Fun are now eligible for reimbursement by the FAA. This is a big change – he noted that the City of Lakeland used to spend hundreds of thousands of dollars on unreimbursed air traffic control costs and other event related expenses.
- **Lease Lengths Based on Investment** – The group briefly discussed this issue noting that competition between airports can be skewed by the lease terms offered on developable land at neighboring airports. Mr. Conrad asked if there was a way to level the field through policy guidance – for instance a certain level of dollar investment in facilities would warrant a maximum lease term length of X. Ms. Henry advised that the FAA does not have a “hard and fast” policy but perhaps the ACRP guide on “Best Practices for Airport Leasing” could provide some assistance to airport managers on this topic.

8. **Open Forum**

- **Sustainability Learning Group for General Aviation Airports** – Ms. Katherine Preston of HMMH and Mr. Jim Halley of Kimley-Horn & Associates updated the group on plans to establish a learning group to share knowledge and ideas on sustainability practices at smaller airports. They invited those with questions on this group to speak to them after the meeting or contact them by phone/email.
- **Florida Airports Council (FAC) Annual Conference** – Ms. Lisa Waters reminded the group about the conference in Tampa on July 15-18, 2018. Registration is open

and the block of rooms at the Marriott (Conference Rate \$159 per night) has limited availability so act fast.

- **Tony Jannus Commemorative Festivities** – Mr. Neil Cosentino advised the group about Tony Jannus celebration scheduled for December 13, 2018 in Tampa.
9. **Time & Place of Next Meeting** – The CFASPP Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for July 14, 2018 at the Tampa Marriott Waterside Hotel. He reminded the group that the CFASPP Round 2018-2 Regional Meetings begin on June 5, 2018.
  10. **Adjournment** – Hearing no further business for the committee to consider, Chair Sieger adjourned the meeting at approximately 12:03 PM.