Meeting Minutes
CFASPP STATEWIDE STEERING
COMMITTEE MEETING
July 14, 2018, 1:00 PM
Tampa Marriott Waterside Hotel & Marina

1. **Call to Order/Introductions** – Chair Roy Sieger called the meeting to order at 1:00 p.m. and asked everyone to stand for the Pledge of Allegiance. He then asked the committee members to introduce themselves.

Name	Region	Representing
Roy Sieger	Statewide Chair	Flagler Executive Airport
Kerry Keith	Statewide Vice-chair	Naples Airport Authority
John Wiatrak	Treasure Coast Chair	Treasure Coast International Airport
Gene Conrad	Central Chair	Lakeland Linder Regional Airport
Rich Lesniak	West Central Chair	Albert Whitted Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
Nina MacPherson	Southeast V-Chair	BCAD – North Perry Airport
Parker McClellan	Northwest Chair's Rep.	Northwest Florida Beaches Intl. Airport
	Other Airports Represented	
David Pollard	Northwest	Tallahassee International Airport
Tracy Stage	Northwest	Okaloosa County Airports
Chad Rogers	Northwest	Okaloosa County Airports
Roland C. Luster	North Central	Lake City Gateway Airport
Brad Byrd	North Central	Lake City Gateway Airport
Matt Grow	North Central	Ocala International – Jim Taylor Field
Erik Treudt	East Central	Daytona Beach International Airport
Carl Schweizer	East Central	Daytona Beach International Airport
Zach Voorhees	East Central	Valkaria Airport
Luis Olivero	East Central	Greater Orlando Aviation Authority
George Speake	East Central	Orlando Sanford International Airport
Ramon Senorans	East Central	Kissimmee Gateway Airport
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Mark Sprague	West Central	St. Pete-Clearwater Intl. Airport
Erin M. Johnson	West Central	St. Pete-Clearwater Intl. Airport
Marilyn Gauthier	West Central	Hillsborough County Aviation Authority
Carolyn Langdon	West Central	Hillsborough County Aviation Authority
Lloyd Tillmann	West Central	Hillsborough County Aviation Authority
Brett Fay	West Central	Hillsborough County Aviation Authority
Irene Pierpont	West Central	Hillsborough County Aviation Authority
Michael McDonald	West Central	Clearwater Airpark
Jared N. DeLong	Central	Lake Wales Municipal Airport
Gary Duncan	Southwest	Lee County Port Authority
Scott Sheets	Southwest	Lee County Port Authority
Ethan Croop	Southwest	Lee County Port Authority
Derek Faulkner	Southwest	Lee County Port Authority
Ellen L. Lindblad	Southwest	Lee County Port Authority
Alicia Dixon	Southwest	Lee County Port Authority
James Parish	Southwest	Punta Gorda Airport
Ron Mallard	Southwest	Punta Gorda Airport
Ray LaRoche	Southwest	Punta Gorda Airport
Kent Bontrager	Southwest	Sarasota/Bradenton Intl. Airport
Scott Baker	Treasure Coast	Sebastian Municipal Airport
Kathy Scott	Treasure Coast	Okeechobee County Airport

Sam Carver	Treasure Coast	Witham Field
Eric Menger	Treasure Coast	Vero Beach Regional Airport
Jonathan Spicer	Southeast	MDAD – Miami Executive Airport
Nelson Mejias	Southeast	Miami Dade Aviation Department
Scott Kohut	Southeast	Boca Raton Airport Authority

In addition, the following people were in attendance:

Name	Representing
Aaron N. Smith	FDOT State Aviation Manager
Andy Keith	FDOT Aviation Development Administrator
David Roberts	FDOT Aviation Operations Administrator
Michael McDougall	FDOT Aviation Communications Manager
Nick Harwell	FDOT Aviation Program Development Manager
Wendy Sands	FDOT District 1
Donna Whitney	FDOT District 2
Jim Wikstrom	FDOT District 5
Ray Clark	FDOT District 7
Mike Brown	FDOT District 7
Bart Vernace	FAA Orlando ADO Manager
Tricia Fantinato	Astrid Aerospace, Inc.
Sean T. Sullivan	Tampa Bay Regional Planning Council
Neil Cosentino	Global Airports
Jay Scalise	Kutchins & Groh
Rob Oram	Hi-Lite Airfield Services
Brian Garratt	Hi-Lite Airfield Services
Alexander Michaels	McFarland Johnson, Inc.
Matt Caron	Gale Associates
Tim Shea	AVCON, Inc.
Annabelle DiCarlo	AVCON, Inc.
John Majewski	JSM & Associates
Cody Parham	HDR, Inc.
Bob Furey	HTA, Inc.
Dan Nickols	GAI, Inc.
Doug Saunders	C&S Companies
Todd Knuckey	Mead & Hunt, Inc.
Chris Nardone	Passero, Inc.
Don Ramdass	Passero, Inc.
Mike Moon	Hanson Professional Services
Mauricio Pizarro	Burns McDonnell, Inc.
Sierra LePore	VHB, Inc.
Sabina Mohammadi	AID, Inc.
Doug Norman	HTA, Inc.
Mike Harris	Hanson Professional Services
Doug Fuller	Quantum Spatial, Inc.
David Schmidgall	Mead & Hunt, Inc.
Aaron McDaniel	Michael Baker Intl.
Mary Soderstrum	AVCON, Inc.
Sandeep Singh	AVCON, Inc.
Bill McGrew	GAI, Inc.
Paul Piro	Kimley-Horn & Associates

Joe Glowacki	AECOM, Inc.
Lee Lewis	AVCON, Inc.
Mike Arnold	ESA, Inc.
Wilbur Mathurin	HTA, Inc.
Richard Pearl	C&S, Inc.
Blake Swafford	Hanson Professional Services
Gareth Hanley	RS&H, Inc.
Tyler Welenc	PCS, Inc.
Tom Roda	Atkins, Inc.
Jared Moreng	Kimley-Horn & Associates
Julie Sullivan	ESA, Inc.
Kelly Rubino	EG Solutions, Inc.
Chris Reynolds	Gale Associates
John Mafera	McFarland Johnson, Inc.
Nicholas Ryan	Arora Engineers, Inc.
Jim Halley	Kimley-Horn & Associates
Zach DeVeau	Kimley-Horn & Associates
Dan Afghani	CFASPP Administrator

2. **Approve Last Minutes** – The Administrator advised the committee that there were two (2) administrative changes requested to the minutes consisting of the addition of one (1) attendee name and a date change. Chair Sieger asked for a motion to approve the minutes from the last meeting with the changes proposed by the Administrator. Mr. Kerry Keith made a motion to approve that was seconded by Mr. Parker McClellan and passed by a unanimous vote of the committee members present.

3. **Regional Chairperson's Roundtable**

- **Statewide Airfield Marking Contract (WC, NW)** – Mr. Andy Keith briefed the group on this item noting that a number of concerns about the contract and the contract vendor had been expressed to the ASO directly and through comments during the last CFASPP round. He advised the committee and participants that a handout explaining the benefits/workings of the Statewide Airport Marking Program was available on the sign-in table. Regarding the contract, Mr. Keith advised the committee that FDOT held a meeting with the contract vendor on July 2, 2018 where concerns about Quality Control (QC)/Quality Assurance (QA) requirements and pricing were discussed along with other issues related to performance. Mr. Parker McClellan reiterated concerns expressed at the Northwest Region meeting about additional QA/QC charges noting that these unplanned expenses often make it necessary to reduce the project scope. He reasoned that the current lack of clarity in the contract related to the handling of these processes should have any mandates for an airport to pay for QA/QC work (as part of this contract) to be temporarily suspended. Mr. Keith was not able to address that concern, but reiterated that the intent of the contract is to provide a benefit to airports in Florida. He stated that FDOT would continue to work through the contract issues with the vendor until an acceptable resolution is achieved.
- **Aviation Fuel Tax (SW, EC, SE, NC)** – Chair Sieger briefly updated the group on the current status of the aviation fuel tax noting that it almost made it through the legislative session without any changes. At the last minute, a number of changes were added that would essentially leave the base amount of the tax unchanged,

but would allow certain qualifying entities to seek reimbursement from the General Fund for taxes paid on aviation fuel purchases. He mentioned that FAC would again be addressing this issue with legislators in an effort to stress the importance of the aviation fuel tax to airports in Florida.

- **Rising Project Costs/Limited Responsive Bidders** – Citing discussions at multiple regional meetings, the Administrator advised the committee of an apparently growing trend toward higher prices and limited bidders to complete aviation grant projects at airports. It appears that this situation is a direct result of low unemployment and a generally healthy economy, yet it has the potential to disrupt the timely completion/delivery of projects in the aviation grant program. The committee agreed that with an increased focus on regular grant drawdowns and reminders to "spend your money", this situation warrants monitoring and increased attention on populating JACIP with accurate project estimates.

4. **FDOT Aviation**

- **Aviation and Spaceports Office (ASO)** – Mr. Andy Keith briefed the committee on the following statewide projects/initiatives underway at 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

   Moving forward, the ASO will begin to work 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.

   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. 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. 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.

   The current FASP can be found at:
   http://www.fdot.gov/aviation/FASP2035.shtm

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

   Mr. Keith reported that Phase II is underway. Many responses to the project survey have been received. Thank you to those who have submitted their

information so far. At this point, all commercial service airports should have been contacted regarding the visiting passenger surveys. Mr. Keith also explained the methodology and data collection processes associated with the project. He noted that whenever possible, the project consultant has always been instructed to use a conservative approach in calculating impacts. This approach negates any opportunity for collected data to be misconstrued or unintentionally inflated – thereby calling the validity of the project into question. Mr. Keith advised that the study is scheduled to be complete in early 2019.

3. **Operations Counts at Non-Towered Airports**
   ASO Project Manager: Mr. Nick Harwell, Aviation Program Development Manager, (850) 414-4510, Nick.Harwell@dot.state.fl.us.

   This project is a follow on project related to ACRP Report 129 and ACRP Synthesis 4. Testing equipment has been deployed at participating airports around the state and data collection is underway. The project is expected to conclude later this summer.

4. **Airfield Pavement Training**
   ASO Project Manager: Mr. Abdul Hatim, Airport Engineering Manager, (850) 414-4504, Abdul.Hatim@dot.state.fl.us.

   Mr. Keith updated the group on upcoming airfield pavement training opportunities this fall. The first session is scheduled for October 1-4, 2018. The 2nd session will be held on November 5-8, 2018. The field training will again be held at Executive Airport in Orlando. The classroom portion of the training will be held at the FDOT District 5 Urban Office in Orlando. Registration links will be available on the FDOT Aviation and CFASPP websites. Participants with questions on the program are encouraged to contact Dr. Hatim at the ASO.

5. **Annual Strategic Intermodal System (SIS) Funding Cycle**
   Mike McClure, Aviation Environmental and Freight Manager, (850) 414-4506, Mike.McClure@dot.state.fl.us

   The 2018 SIS Funding process commenced in April 2018. The 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

   Mr. Keith explained that more than $504 million in eligible projects were identified during this year's cycle. The typical allocation for SIS projects is only around $40 million. This results in a number of unfulfilled project requests. Nevertheless, he encouraged SIS eligible airport sponsors to continue to

submit project requests as a number of aviation projects have been successfully completed with SIS funds in years past. For more information on the SIS submission process, please contact your district aviation coordinator.

6. **State Infrastructure Bank (SIB) Loan Program**
   Stephen Rogers, State Infrastructure Bank Program Manager, (850) 414-4768, Stephen.Rogers@dot.state.fl.us

   Mr. Keith explained that the SIB is a revolving loan and credit enhancement program consisting of two separate accounts used to leverage funds to improve project feasibility. The SIB can provide loans and other assistance to public or private entities for projects eligible under federal and state law. The window for SIB applications opens on May 1, 2018, and closes on June 29, 2018.
   More details about the program and key dates can be found by downloading the PDF at http://cfaspp.com/Projects/ProjectList.aspx?index=81.

7. **New Public Transportation Grant Agreement (PTGA)**
   ASO Project Manager: Mr. Nick Harwell, Aviation Program Development Manager, (850) 414-4510, Nick.Harwell@dot.state.fl.us.

   As communicated during the last round of meetings, FDOT is replacing the Joint Participation Agreement (JPA) with the Public Transportation Grant Agreement (PTGA). The roll out of the new PTGA culminates over 16 months of coordination with the Department's Office of the Comptroller, Office of the General Counsel, and Central Office Modal Grant Managers. Mr. Keith updated the group on transition efforts related to the new PTGA release on July 1, 2018. He mentioned that following the recently completed aviation grant program audit, new forms related to invoicing and project monitoring have also been developed. These forms have been designed to provide a more standardized method of project expenditure documentation in support of the aviation grant program. Questions on the new forms and the roll out of the new PTGA should be directed to your district aviation coordinator.

8. **New Aviation and Spaceports Office Staff Members**

   Mr. Keith reported that Mr. Nick Harwell is the new Aviation Program Development Manager at the FDOT Aviation and Spaceports Office (ASO). Mr. Harwell was hired to replace Mr. Todd Cox, who left FDOT on June 1, 2018. Mr. Keith explained that Mr. Harwell has an extensive background in both aviation and economic development. Mr. Harwell served as the airport manager at the Lake City Gateway Airport for more than six (6) years. Mr. Harwell can reached at the ASO – (850) 414-4510 or via email Nick.Harwell@dot.state.fl.us.

   Mr. Keith also introduced Mr. Michael McDougall as the new FDOT Aviation Communications Manager. He also reported that Mr. Jim Halley had left his position as Aviation System Manager back in March. Efforts to hire a new

person into that position are still on-going. Mr. Keith advised the meeting attendees that the position description had been updated, given a new title (Aviation System Development Manager) and is open for applications until July 20, 2018.

- **FDOT District Announcements** – No comments from Districts 1,2,5 or 7.

5. **FAA Comment / Announcements** – FAA Orlando ADO Manager, Mr. Bart Vernace updated the group on activities at the FAA Orlando ADO, noting that they had recently moved to a new office in the Orlando area. Mr. Vernace also announced that Mr. Peter Green would be joining the ADO as an Environmental Planner. He mentioned that a number of upper management personnel from the FAA Southern Region would be speaking at FAC 2018. The majority of the discussion and questions for Mr. Vernace centered on project eligibility and the application process for the recently announced $1 billion in supplemental funding for GA and small hub/non-hub commercial service airports. He stated that a list of eligible airports (1418) was published in the *Federal Register*. Mr. Vernace noted that the FAA is still awaiting AIP funding reauthorization and the supplemental funding could be impacted if that does not occur in a timely manner.

6. **Old Business –** No items held over for discussion.

7. **New Business**
   - **Development of a CFASPP Logo** – Chair Sieger advised the committee that he thought that it would be appropriate to have an official CFASPP logo for use on documents or other program related items. He mentioned that the East Central committee was in favor of the idea. The other committee members supported the idea. No official action by the Statewide committee was taken but Chair Sieger suggested that the other committee members bring the idea up for discussion at their next regional meeting.
   - **Election of a new Chair/Vice-chair** – Chair Sieger explained to the committee that since he and Vice-chair Keith both assumed their current roles following the mid-term departure of former Chair Stokus, an interpretation of the bylaws was required to determine the length of their respective terms – given that Chair Stokus' term would have ended at this meeting. After consulting with the Administrator, Chair Sieger determined that the best way to move forward was to hold a new election for each position. He then opened the floor for nominations for the position of Statewide Committee Chairperson. Ms. Nina MacPherson nominated Chair Sieger for the position. Her nomination was seconded by Vice-chair Keith and confirmed by a unanimous vote of the committee. Chair Sieger then opened the floor for nominations for the position of Statewide Vice-chairperson. He nominated Mr. Kerry Keith to continue in the position of Vice-chairperson. His nomination was seconded by Mr. Rich Lesniak and confirmed by a unanimous vote of the committee members. Chair Sieger and Vice-chair Keith having now been confirmed in a stand-alone election will now begin two-year terms in office from the date of today's meeting.

8. **Open Forum**
   - **Florida Airports Council (FAC) Annual Conference Announcements** – Mr. Lloyd Tillmann welcomed everyone to FAC 2018 in Tampa noting that the conference was set about to begin later this afternoon. He covered some basic

housekeeping items related to the conference and reminded everyone about a number of upcoming activities and touring opportunities.

9. **Time & Place of Next Meeting** – The CFASPP Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for November 8, 2018 in Orlando. He reminded the group that the CFASPP Round 2018-3 Regional Meetings begin on October 9, 2018.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Sieger adjourned the meeting at approximately 1:59 PM.