

**Meeting Minutes**  
**CFASPP STATEWIDE STEERING**  
**COMMITTEE MEETING**  
**April 3, 2019, 10:30 AM**  
**Lakeland Linder International Airport**

1. **Call to Order/Introductions** – Chair Roy Sieger called the meeting to order at 10:35 AM and asked everyone in attendance to introduce themselves.

<u>Name</u>	<u>Region</u>	<u>Representing</u>
Roy Sieger	Statewide Chair	Flagler Executive Airport
Kerry Keith	Statewide V-chair	Naples Airport Authority
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
David Dunkley	Northeast Chair's Rep.	Jacksonville Aviation Authority
John Wiatrak	Treasure Coast Chair	Treasure Coast International Airport
Gene Conrad	Central Chair	Lakeland Linder International Airport
Richard Lesniak	West Central Chair	Albert Whitted Airport
Steve Rocco*	Southeast Chair	Pompano Beach Airpark
<i>Other Airports Represented</i>		
Alisha Wetherell	Northwest	Tallahassee International Airport
Aaron Carver	North Central	Gainesville Regional Airport
Ken Batey	East Central	Umatilla Municipal Airport
Scott Blankenship	East Central	Umatilla Municipal Airport
Kevin Daugherty	West Central	Brooksville-Tampa Bay Regional Airport
Michael Ullven	West Central	Brooksville-Tampa Bay Regional Airport
Tom Jewsbury	West Central	St. Pete-Clearwater Intl. Airport
Mark Sprague	West Central	St. Pete-Clearwater Intl. Airport
Erin Johnson	West Central	St. Pete-Clearwater Intl. Airport
Shelley Peacock	Central	Arcadia Municipal Airport
Paul Moore	Central	Arcadia Municipal Airport
John Helms	Central	Bartow Municipal Airport
Kristina Garcia	Central	Bartow Municipal Airport
Ashley Udick	Central	Winter Haven Regional Airport
James Parish	Southwest	Punta Gorda Airport
Alicia Dixon	Southwest	Lee County Port Authority
Chad Rosenstein	Southwest	Lee County Port Authority
Juliet Iglesias	Southwest	Lee County Port Authority
Michael LeBlanc	Southwest	Lee County Port Authority
Mark Cervasio	Southwest	Venice Municipal Airport
Scott Baker	Treasure Coast	Sebastian Municipal Airport
Sam Carver	Treasure Coast	Witham Field

In addition, the following people were in attendance:

<u>Name</u>	<u>Representing</u>
Aaron N. Smith	FDOT State Aviation Manager
Andy Keith	FDOT Aviation Development Administrator
Mike McClure*	FDOT Aviation Environmental & Freight Manager
Kristi Smith	FDOT District 1
Wendy Sands	FDOT District 1
Jim Wikstrom	FDOT District 5
Lauren Farrell	FDOT District 5
Ming Gao	FDOT District 7
George Boyle	FDOT District 7

Ray Clark	FDOT District 7
Mike Brown	FDOT District 7
Rebecca Henry-Harper	FAA Orlando ADO – Asst. Manager
Lisa Waters	Florida Airports Council
Donald Arbeau	Central Florida Regional Planning Council
Blake Swafford	Hanson Professional Services
Michael Moon	Hanson Professional Services
Clint Martin	AECOM
Steve Henriquez	AECOM
Sierra LePore	VHB, Inc.
Sabina Mohammadi	AID, Inc.
Alicia Vanderpool	AID, Inc.
Jay Scalise	Kutchins & Groh
Julie Sullivan	ESA, Inc.
Doug DiCarlo	ESA, Inc.
Joe Halisky	ESA, Inc.
Phoebe Weiman	ESA, Inc.
Doug Hambrecht	ICE, Inc.
Jim Goodwin	ICE, Inc.
Sandeep Singh	AVCON, Inc.
Gareth Hanley	RS&H, Inc.
Dawn Brown	Quest Corp.
Jack Thompson	GAI, Inc.
Christopher Reynolds	Gale Associates
Mariben Andersen	Michael Baker Intl.
Neil Cosentino	Global Airports/NHS
Doug Saunders	C&S Companies
Richard Pearl	C&S Companies
Amy Reed	Environmental Resource Solutions
Lisandro Rosales	Danton Hydroblasting
Robert Oram	Hi-Lite Airfield Services
Brian Garratt	Hi-Lite Airfield Services
Nick Harwell	FDOT Aviation System Development Manager
Dan Afghani	CFASPP Administrator

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

3. **Regional Chairperson’s Roundtable**

- **Unmanned Aircraft Systems (UAS) Detection and Monitoring (SW, NE)** – Vice-chair Keith updated the group on UAS discussions at the Southwest Region meeting noting that the Naples Municipal Airport is currently evaluating the installation of detection equipment. Available systems appear to cost between \$30,000 and \$100,000 to install. Mr. David Dunkley and the Administrator recapped a discussion at the Northeast Metro Area meeting where it was reported that the Jacksonville Aviation Authority is evaluating a number of policies and response procedures related to UAS operations in the vicinity of their airport system.

- **Draft FAA AC 150/5200-33C, Hazardous Wildlife Attractants (NE, WC)** – Mr. Mark Sprague and the Administrator recapped discussions on this draft FAA Advisory Circular at the Northeast Metro Area and West Central Metro Area meetings noting that the proposal contains a number of new reporting/tracking requirements. A number of airports expressed concern regarding the increased workload that would result from the new reporting requirements. The comment period on the draft AC closed on February 28, 2019.
- **Commercial Lease Sales Tax (SW)** – Mr. Keith briefed the committee on this item noting that a new tax structure took effect on January 1, 2019. The new structure has different rates for leased facilities that include administrative (office) space. Mr. Keith reasoned that the new rates could be a point of confusion for airport sponsors that lease hangars and other facilities, noting that the under collection or the incorrect collection of taxes due would be an unwelcome situation for any airport.
- **FAA Alteration of Approach Minimums without sponsor coordination (EC)** – Chair Sieger updated the committee on this topic of discussion from the East Central Metro Area meeting noting that the FAA had altered the approach minimums at the Flagler Executive Airport without notifying him. He went on to explain how these unannounced changes could have a negative impact on the future development of the airport through changes to the primary surface width and other dimensional surfaces. Ms. Rebecca Henry-Harper (FAA Orlando ADO, Assistant Manager) encouraged Mr. Sieger and other airports with this issue to contact their program managers at the Orlando ADO for assistance in locating the appropriate points of contact within the FAA.

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

- **FASP Implementation**
  - **Statewide Aviation Economic Impact Study** – Mr. Harwell advised the group that the update to the Economic Impact Study is essentially complete. The information collected in the study will be reported for the individual public use airports, as well as by FDOT Districts. The project team is finalizing the deliverables associated with the study in preparation for distribution/publication. Individual Case Studies and an Economic Impact Communication Toolkit will be available to assist airports and airport sponsors with communicating the results of the study to their stakeholders. Profiles developed for each airport as part of the project will be available for review on the FDOT Aviation and Spaceports Office website in the near future.
  - **Annual Performance Report** – Mr. Harwell advised the group that we are nearing completion of the first annual FASP performance monitoring report. During the FASP 2035 update, FDOT collectively identified 13 performance measures and 31 performance indicators. This is the first time that we will be proactively monitoring and reporting our progress on FASP performance metrics. The next phase of this effort will be to identify projects and priorities to make additional progress on these metrics.
  - **NPIAS/ASSET Assessment** – Mr. Harwell updated the committee on this project noting that the most recent edition of the NPIAS contained numerous classification downgrades to Florida's GA airports. With the support of data collected as part of the FASP 2035 update, FDOT will be initiating an exploratory project to identify data need and approaches to ensuring

Florida's airports are accurately considered in federal documents. This will include coordination with the ADO and FAA HQ to identify what data is needed, who should provide it (airports, FDOT, ADO, etc.), and when it is needed to feed into the NPIAS.

- **Aviation Training and Outreach**

- **Florida Aviation Professional Academy (FAPA)** – Mr. Harwell reported that the inaugural FAPA class will be held on April 9-10, 2019, at the Turnpike Headquarters in Ocoee. This course will cover an array of topics to educate attendees on the business processes, statutory requirements, and policies and procedures of FDOT Aviation. This will include grant and project management, relevant statutes, the FDOT work program, airport licensing inspections, planning and coordination, the Florida Aviation Database and the Joint Automated Capital Improvement Program, and a general overview of Central Office and District aviation staff, functions, roles, and responsibilities.
- **Pavement Inspection and Distress Repair Training** – Mr. Harwell advised the group that the purpose of the Statewide Aviation Pavement Management Program (SAPMP) is to provide the necessary data to prioritize maintenance and rehabilitation, determine maintenance scheduling, perform material evaluations and support design considerations. Phase 2 of the current program was recently initiated and will involve the inspection of 45 airports throughout the state. The training part of the SAPMP includes providing pavement inspection/evaluation training using PCI methodology regarding daily, monthly, and annual pavement inspections and to assist airports in conducting basic repairs on the pavement at their airports. Training this year will be held during two (2) sessions in the Orlando area. The first session is scheduled for September 30-October 3, 2019 and the second session is set for November 4-7, 2019. For more information, please visit <http://www.dot.state.fl.us/aviation/pavementManagement.shtm>.

- **Other Items of Interest**

- **FDOT Long Range Visioning Session** - The FDOT Long-Range Visioning Session is scheduled for May 7, 2019 at the Omni Hotel in Jacksonville beginning at 1 p.m. The Visioning Session is the kick-off to the 5-year update of the Florida Transportation Plan, the long-range transportation plan for all of Florida. This session will include interactive group activities to identify goals for Florida's future, and will consider trends, system performance, emerging technologies, resilience, and other potential disrupters affecting transportation in Florida. We encourage safety organizations, metropolitan organizations, regional planning councils, local government planning officials, transportation mode representatives, environmental groups, economic interests, and anyone else interested in the future of Florida to attend. The FTP-SIS Steering Committee will participate as well. For more information, please visit <http://floridatransportationplan.com/ftpvisioning.htm>.
- **ASO Annual Awards Program** – Mr. Harwell advised the group that nomination submissions for the FDOT aviation awards are being accepted until May 31, 2019. Airport sponsors and consultants are encouraged to nominate those individuals and projects worthy of recognition. The ASO typically receives several nominations for each category. The result is a competitive selection process that identifies the worthiest projects and individuals. Information on the award categories and the process for

submitting nominations to FDOT can be found at <http://www.dot.state.fl.us/aviation/aviationawards.shtm>.

- **New General Consultant Solicitation Announcement** – Mr. Harwell advised the attendees that the ASO would be releasing an advertisement for a new General Consultant contract on April 8, 2019. Letters of Interest are due to FDOT by April 22, 2019. Mr. Harwell advised the group that a “Cone of Silence” regarding the advertisement would be in effect following its release on April 8<sup>th</sup>.
  - **FDOT District Announcements** – There were no comments from the District representatives (Districts 1, 5 and 7) in attendance.
5. **FAA Comment / Announcements** – FAA Orlando ADO Assistant Manager, Ms. Rebecca Henry-Harper briefed the group on a number of FAA related topics of interest. She mentioned that the ADO is supporting the Metroplex process at meetings around the state. Projects selected for funding as part of the 2<sup>nd</sup> round of FAA supplemental funding have not been announced. AIP entitlements are currently being banked – keep in touch with your Program Manager regarding grant schedules and deadlines. The annual Southern Region Airports Conference will be held in Atlanta later this month. Registration is full but airports may contact Ms. Henry-Harper for waitlisting. Ms. Henry-Harper announced that Florida recently captured 3 of 4 prestigious Southern Region awards. Winners included Mr. Gene Conrad of the Lakeland Linder International Airport (GA Manager of the Year) and Mr. David Pollard of the Tallahassee International Airport (Commercial Service Manager of the Year). She also noted that the Flagler Executive Airport was the recipient of the GA Safety Award.
6. **Old Business** – No items were held over for discussion from the last meeting.
7. **New Business** – None.
8. **Open Forum**
- **Florida Airports Council (FAC)** – Ms. Lisa Waters updated the group on FAC activities including the upcoming FAC Education Summit which is scheduled for May 22-24, 2019 in Kissimmee. She also reminded the group that the 50<sup>th</sup> FAC Annual Conference is set for August 4-7, 2019 in Fort Lauderdale. Ms. Waters mentioned that a “FAC Legacy Book” is being put together to commemorate 50 years of Florida Aviation. Airport contributions to the content of the Legacy Book are encouraged.
  - **Global Airports** – Mr. Neil Cosentino spoke briefly about the need to continue to develop airports of the future in Florida. He reasoned that the way to maintain a first class aviation system in the future is ultimately through the development of “global airports”.
9. **Time & Place of Next Meeting** – The CFASPP Administrator stated that the next meeting of the CFASPP Statewide Steering Committee is scheduled for August 3, 2019 at the Marriott Harbor Beach Hotel (FAC Annual Conference Venue) in Fort Lauderdale. He reminded the group that the CFASPP Round 2019-2 Regional Meetings begin on June 11, 2019.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Sieger adjourned the meeting at approximately 11:33 AM.