

**Meeting Minutes  
CFASPP STATEWIDE STEERING  
COMMITTEE MEETING  
November 6, 2019  
Orlando International Airport**

1. **Call to Order/Introductions** – Chair Roy Sieger called the meeting to order at 11:00 a.m. and asked everyone to stand for the Pledge of Allegiance. He then asked the committee members and other participants to introduce themselves.

<b>Name</b>	<b>Region</b>	<b>Representing</b>
Roy Sieger	Statewide Chair	Flagler Executive Airport
Kerry Keith	Statewide Vice-chair	Naples Airport Authority
Nate Coyle	Northeast Interim Chair	Fernandina Beach Municipal Airport
Adam Hied	Treasure Coast V-Chair	Okeechobee County Airport
John Helms	Central Vice-chair	Bartow Executive Airport
Mark Sprague	West Central Vice-chair	St. Pete-Clearwater Intl. Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
Nina MacPherson*	Southeast Chair	BCAD-North Perry Airport
Richard McConnell*	Northwest Chair	Northwest Florida Beaches Intl. Airport

<b>Name</b>	<b>Representing</b>
Cyrus T. Callum	Greater Orlando Aviation Authority
Luis Olivero	Greater Orlando Aviation Authority
Kathy Anderson	Greater Orlando Aviation Authority
Alicia Dixon	Lee County Port Authority
Chad Rosenstein	Lee County Port Authority
Tyler Brown	Lee County Port Authority
Mark Cervasio	Venice Municipal Airport
David Pollard	Tallahassee International Airport
Ramon Senorans	Kissimmee Gateway Airport
Bill Johnson	Melbourne International Airport
Cliff Graham	Melbourne International Airport
Andrea Levitt*	Pensacola International Airport
Scott Kohut*	Boca Raton Airport Authority
Kendall Clutts	Tavares Seaplane Base
Tom Jewsbury	St. Pete-Clearwater Intl. Airport

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Andy Keith	FDOT Aviation Development Administrator
Mike McClure	FDOT Aviation System Manager
Nick Harwell	FDOT Airport Planning Manager
Allison McCuddy	FDOT District 5
Ray Clark	FDOT District 7
Mike Brown	FDOT District 7
Hugh Harling	East Central Florida Regional Planning Council
Steven Bostel	Space Coast Transportation Planning Organization
Lisa Waters	Florida Airports Council
Michael Blackmore	RS&H, Inc.
Justin Edwards	ICE, Inc.
Dennis Yap	DY Consultants
Marie Guittard	DY Consultants
Heath Jenkins	Mott MacDonald

Michael Moon  
Sandeep Singh  
Todd Cox  
Michael Arnold  
Yasmin Moreno  
Zach Nelson  
Mark Kistler  
Jim Wikstrom  
Kimberly Castro\*  
Lisandro Rosales  
Dan Afghani

Hanson Professional Services  
AVCON, Inc.  
AVCON, Inc.  
ESA, Inc.  
CERM  
MacFarland-Johnson  
Michael Baker Intl.  
Citizen  
Amherst Consulting, LLC  
Danton Hydroblasting  
CFASPP Administrator

\*Via Teleconference

2. **Approve Last Minutes** – Chair Sieger asked for a motion to approve the minutes from the last meeting. Mr. John Helms made a motion to approve that was seconded by Mr. Allan Penksa and passed by a unanimous vote of the committee members present.
3. **Regional Chairperson’s Roundtable**
  - **Potential Treasure Coast Flight Training Study (TC)** – The Administrator advised the committee on discussion at the Treasure Coast Region meeting regarding a potential update to the Treasure Coast Flight Training Study that was completed in 2006. The Treasure Coast committee has since collected the original study scope and final report and forwarded them to FDOT District 4 Aviation Coordinator, Ms. Laurie McDermott for review. The previous study was funded by FDOT. Ms. Lisa Waters of the Florida Airports Council advised that she was the project manager for the first study. She mentioned that a number of excellent recommendations came out of the study and these were facilitated by a significant public outreach program that involved airport management, flight schools and other stakeholders in the region. The Treasure Coast Region committee is set to discuss the contents of the original study (and options for an update) at the next committee meeting in February. East Central Vice-chair, Mr. Cliff Graham expressed interest in a similar study in the East Central Metro Area and asked if he could receive a copy of the Treasure Coast Study for review. The Administrator stated that he would forward a copy to Mr. Graham and Chair Sieger for their review.
  - **Other Post Employment Benefits (OPEB) Charges to Airports (NC)** – The Administrator and Mr. Allan Penksa briefly covered this issue which was brought before the North Central Region committee by Vice-chair, Mr. Matt Grow. He reported that Other Post-Employment Benefits (OPEB) charges were being charged to the airport cost center by the city. He noted that these charges were a material part of his annual budget and wondered if this was a common practice at other municipalities/airports around the state. Vice-chair Grow also expressed concern about the potential impact of these charges in relation to FAA grant assurance compliance requirements. No committee members or airports sponsors present indicated that they were familiar with this practice.
  - **Statewide Airport Marking Contract (NW)** – Chair Sieger recognized Ms. Andrea Levitt of the Pensacola International Airport for comments on the Statewide Airport Marking Contract. Ms. Levitt reported that the City of Pensacola continued to have concerns with services provided at the Pensacola International Airport by the statewide contract vendor, Hi Lite Airfield Services. She expressed particular concern with charges from the vendor for Quality Assurance (QA) services noting

that the city was not provided with a level of invoice backup documentation that clearly indicated when (or if) these services had taken place. To alleviate these QA/QC issues going forward, Ms. Levitt suggested that FDOT consider covering the QA/QC costs directly as opposed to having them billed to the airport as a contract line item. She reasoned that this would facilitate the delivery of QA/QC reports and documentation directly to FDOT and result in a truly independent monitoring process. FDOT Aviation Development Administrator, Mr. Andy Keith advised the committee that FDOT was looking into a number of scope changes for the next contract. Mr. Keith invited Ms. Levitt and any other airports with concerns about the current contract or vendor performance to email him or Airport Engineering Manager, Mr. Abdul Hatim at the FDOT Aviation Office. Emails: [Andy.Keith@dot.state.fl.us](mailto:Andy.Keith@dot.state.fl.us) and [Abdul.Hatim@dot.state.fl.us](mailto:Abdul.Hatim@dot.state.fl.us).

#### 4. FDOT Aviation

- **Office Announcements**

- **New Office Name** – Mr. Mike McClure advised the committee that the FDOT Aviation and Spaceports Office was now the FDOT Aviation Office. FDOT Spaceport related functions have been separated from aviation following the creation of a Spaceports Office, which is managed by Mr. Wayne Lambert.
- **Development Section Reorganization** - Mr. McClure advised that the Development Section at the FDOT Aviation Office had undergone a reorganization. This reorganization includes a number of new position titles for current staff. Mr. McClure explained that Mr. Nick Harwell was now the Airport Planning Manager and would transition back into a role that focuses on Master Plan reviews. Mr. Abdul Hatim is the Airport Engineering Manager. Mr. McClure stated that he was now the Aviation System Manager and would be taking over as the FDOT representative at CFASPP.
- **Aviation Program Manager Position** - Mr. McClure advised that the Aviation Program Manager position has not yet been filled but noted that interviews for the position had taken place. Once filled, this position will be part of a reorganized Development Section at the FDOT Aviation Office that was discussed earlier.

- **FDOT Projects/Items of Interest**

- **Florida Aviation Professional Academy (FAPA)** – Mr. McClure advised that the second FAPA class was held on October 16-17, 2019 at the Turnpike Headquarters in Ocoee. To facilitate participation by airport personnel in the northern part of the state, FDOT will conduct the next class at the FDOT District 2 Headquarters in Lake City on March 10-11, 2020. The class size is limited to 50 people. The FAPA course covers an array of topics to educate attendees on the business processes, statutory requirements, and policies and procedures of FDOT Aviation. This includes 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 (JACIP), and a general overview of Central Office and District aviation staff, functions, roles, and responsibilities.
- **FTP/SIS Updates** – Mr. McClure briefed the committee on the Florida Transportation Plan (FTP). The FTP is the single overarching statewide plan guiding Florida's transportation future. The Florida Aviation System Plan (FASP) is the aviation component of the FTP. Mr. McClure noted that the FTP is currently being updated by the FDOT Office of Policy Planning and airport

sponsors may receive requests to participate in project meetings or other data collection efforts. He encouraged the airport sponsors participate in the FTP development whenever possible. Mr. McClure then briefed the committee on the goals and project eligibility requirements for the FDOT Strategic Intermodal System (SIS). He then reviewed funding levels for FY2020 as well as future FDOT Work Program years.

- **General Aviation Security Assessments** – Mr. McClure reported that updated security assessments were recently completed at a number of participating airports around the state. The completed assessments are security sensitive documents and should only be shared with appropriate personnel. Airport sponsors with questions on the assessments may contact Mr. Michael McDougall, Aviation Communications Manager at the FDOT Aviation Office in Tallahassee. Email: [Michael.McDougall@dot.state.fl.us](mailto:Michael.McDougall@dot.state.fl.us).
- **Florida Flyer Update** – Mr. McClure advised the attendees that the fall edition of the *Florida Flyer* is scheduled for release in early December. The deadline for article suggestions for the winter edition of the Florida Flyer is February 1, 2020. Article suggestions/ideas may be submitted to Mr. Michael McDougall at the FDOT Aviation Office. Email: [Michael.McDougall@dot.state.fl.us](mailto:Michael.McDougall@dot.state.fl.us).
- **Florida Airport Directory 2020** – Mr. McClure reported that the Florida Airport Directory would again be published in electronic format for 2020. Multiple committee members expressed an interest in seeing the directory made available in hard copy as it was in years past. The cost of printing the directory was estimated to be around \$30,000. The committee suggested that FDOT might consider charging a nominal fee for the directories or even selling advertising on them to defray the printing cost. *Mr. Helms then made a motion to encourage FDOT to revisit available options for printing the directory in 2020.* His motion was seconded by Vice-chair Kerry Keith and passed by a unanimous vote of the committee. Mr. Andy Keith advised the committee that FDOT would look into the issue and report back.
- **Florida Aviation Project Handbook Update** - Mr. McClure advised the committee that the latest update to the handbook was completed in September and is now available for download on the FDOT Aviation Office website at [www.FDOT.gov/aviation](http://www.FDOT.gov/aviation).
- **Guidebook for Airport Master Planning Update** – Mr. McClure advised the committee that the latest update to the guidebook is expected to be complete by the end of November. Once complete, the final version of the guidebook will be available for download from the FDOT Aviation Office website at [www.FDOT.gov/aviation](http://www.FDOT.gov/aviation).
- **FASP Implementation**
  - **NPIAS/ASSET Assessment** - Mr. McClure updated the group on the upcoming update to the National Based Aircraft Inventory Program noting that inventory counts for inclusion in the 2021 update must be in the FAA system by December 13, 2019. He encouraged the airport managers to visit the dedicated based aircraft website at [www.basedaircraft.com](http://www.basedaircraft.com) to create an account and enter data for their facilities. He noted that this update requirement applies only to Non-primary NPIAS airports. Airport sponsors may email questions on the program to [basedaircraftsupport@basedaircraft.com](mailto:basedaircraftsupport@basedaircraft.com). Mr. McClure stressed the importance of accurate based aircraft counts and he encouraged the airport members to make this a point of emphasis at their facilities. He noted that accurate based aircraft data not only impacts federal

assessments, but is also a factor in the calculation of FDOT district funding allocations.

- **FDOT Airport Business Development Suitability Analysis Tool** – Mr. Nick Harwell recapped the project purpose and basic functionality of the Business Suitability Analysis Tool that was presented to the regional committees during CFASPP Round 2019-3. He explained that this an online tool that compiles GIS information about the airport facilities and available infrastructure that can be shared with potential tenants. There were five (5) airports in the pilot program and depending on interest, the project may be expanded to include additional airports. He noted that the project consultant received a lot of positive feedback on the tool during the regional round. He invited airports that are interested in participating in future phases of the project to contact him at the FDOT Aviation Office. Email: [Nick.Harwell@dot.state.fl.us](mailto:Nick.Harwell@dot.state.fl.us)
  - **FDOT District Announcements** – There were no comments for the group from Districts 5 and 7.
5. **FAA Comments / Announcements** – The Administrator read an email from Mr. Pedro Blanco of the FAA Orlando ADO highlighting a number of critical dates related to the FAA grant program for 2019-2020. Of particular note, JACIP updates need to be completed by December 27, 2019.
6. **Old Business**
- **Property Tax Exemption for Leased Aviation Facilities** - The Administrator advised the committee that this issue was briefly touched on at the last CFASPP Statewide Meeting in Fort Lauderdale. He then updated the group on a more involved discussion at the most recent Central Florida Region meeting where Chair Gene Conrad briefed that committee on efforts by the local property appraiser to remove property tax exemptions for on-airport leased facilities. Chair Conrad explained that this interpretation was not consistent with a previous opinion from the Florida Attorney General and if implemented, would have a negative impact on airport based businesses. The Administrator noted that this issue was also discussed at the last West Central Metro Area meeting following the release of an article on the topic in a local newspaper. Ms. Waters advised the committee that the Florida Airports Council (FAC) is also monitoring this issue.
  - **Independent CEI Requirement (Chapter 337.14 F.S.)** - The Administrator advised that discussion on this issue at the regional meetings centered on legislative efforts by the Florida Airports Council (FAC) to secure an exemption for airports similar to the one identified for seaports in the statute. Mr. Andy Keith advised the committee and airport sponsors present the FDOT PTGA had recently been updated to include a reference to the statute in Section 17, paragraph H.
7. **New Business**
- **Diesel Emissions Fluid (DEF)** – Chair Sieger led a discussion on DEF noting that if approved, a current legislative proposal would require extensive measures to ensure the tracking, segregation and/or possible elimination of DEF on airports. The committee discussed a number of reasons why this proposal would be undesirable noting that nearly all Ground Service Equipment (GSE) requires this fluid for operation.

- **PFAS Discussion** – Chair Sieger led a committee discussion on PFAS noting that airports, particularly those with a military history, appear to be a target of environmental authorities concerned with this chemical. It was noted that this chemical is present in a number of everyday items, not just ARFF firefighting foam. The chemical is known to infiltrate water supplies and as a result, a number of ARFF equipment testing requirements have been revised (at significant expense to airports) to prevent the unnecessary release of ARFF foam. Ms. Waters mentioned that FAC is sponsoring an environmental webinar on November 8, 2019 that will cover PFAS and other environmental concerns.
  - **Firearms at Airports** – Ms. Levitt mentioned that the Pensacola International Airport had seen a significant increase in firearm confiscation incidents at their security checkpoint this year. The committee referenced Chapter 790.06 (12) F.S. which prohibits unauthorized carrying of firearms on airport property. A number of airports have the statute posted as a reminder to visitors to leave their weapons in the car or at home.
  - **Proposed NFPA 409 Changes** – Vice-chair Kerry Keith updated the group on proposed changes to NFPA 409 which includes updated guidance/requirements for fire suppression equipment in aviation fuel tanks at airports.
8. **Open Forum** – No comments.
  9. **Time & Place of Next Meeting** – The Administrator advised the committee that the next meeting of the CFASPP Statewide Steering Committee is scheduled for April 1, 2020 in Lakeland. He reminded the group that the CFASPP Round 2020-1 Regional Meetings begin on February 18, 2020.
  10. **Adjournment** – Hearing no further business for the committee to consider, Chair Sieger adjourned the meeting at approximately 12:45 p.m.