

**Meeting Minutes  
CFASPP STATEWIDE STEERING  
COMMITTEE MEETING  
April 1, 2020  
Virtual Meeting via GoToWebinar**

1. **Call to Order/Introductions** – Chair Roy Sieger called the meeting to order at 10:30 a.m. and asked everyone to stand at their location and recite the Pledge of Allegiance. He then asked the committee members on the phone to introduce themselves. Following the committee introductions, Chair Sieger thanked everyone for attending the meeting remotely in light of the current Covid-19 situation. He noted that in addition to the committee members, more than 100 airport representatives and other Florida aviation stakeholders were participating in the meeting via the web/phone.

<u>Name</u>	<u>Region</u>	<u>Representing</u>
Roy Sieger	Statewide Chair	Flagler Executive Airport
Kerry Keith*	Statewide Vice-chair	Naples Airport Authority
Nate Coyle*	Northeast Chair	Fernandina Beach Municipal Airport
Adam Hied*	Treasure Coast Chair	Okeechobee County Airport
John Helms*	Central Chair	Bartow Executive Airport
Rich Lesniak*	West Central 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

In addition, the following technical advisors were in attendance to support the committee:

<u>Name</u>	<u>Representing</u>
Andy Keith*	FDOT Aviation Development Administrator
Mike McClure*	FDOT Aviation System Manager
Nick Harwell	FDOT Airport Planning Manager
Dan Afghani	CFASPP Administrator

\*Via Teleconference

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. Allan Penksa and passed by a unanimous vote of the committee members present.
3. **Regional Chairperson’s Roundtable**
  - **Regional Reports/Issues related to Covid-19** – Each of the committee members in attendance reported on the impacts to aviation in their respective regions as a result of the Covid-19 pandemic. Mr. Penksa reported that passenger traffic at the Gainesville Regional Airport had dropped by more than 90%. This was also the case at commercial service airports throughout the state. Chair Sieger indicated that GA traffic at his airport had slowed but noted that flight training was still ongoing. A number of the committee members reported that airport tenants were starting to have financial difficulties as a result of lost business. This will ultimately impact the airport sponsors in the form of late or unpaid rents. Committee discussion on the pandemic centered largely on the future and the unknown impact to revenues, operations and projects.
4. **FDOT Aviation**
  - **Aviation Office (AO) Update**

- **Covid-19 Issues** - Mr. Mike McClure indicated that FDOT was working with the Executive Office of the Governor on a number of tracking initiatives related to Covid-19 including the coordination of daily status reports and the collection of airline arrival data for direct/nonstop flights from selected high-risk locations.
- **FDOT Annual Aviation Awards** - Mr. McClure reminded everyone that nominations for the annual FDOT Aviation Awards program are being accepted by FDOT until May 31, 2020. There are six (6) award categories this year and the winners will be announced following the CFASPP Statewide Meeting in Orlando on **August 20, 2020**. Additional information on the awards program is available online by visiting the FDOT Aviation Office website at <https://www.fdot.gov/aviation/aviationawards.shtm>.
- **Strategic Intermodal System (SIS) Funding – 2020 Cycle** – Mr. McClure briefed the group on the aviation component of the SIS program noting that the SIS is an interconnected system of facilities that moves the large majority of people and freight around the state. He stated that SIS funds are a large component of total FDOT aviation grant funds, amounting to approximately 25% of the overall total. One important distinction between SIS funded projects compared to projects funded using Aviation Development or Discretionary Capacity Improvement grant funds, is that SIS funding is managed by the Aviation Office (AO) in Tallahassee whereas the other grant fund categories are managed by the District Aviation offices. Mr. McClure reviewed the project selection process noting that the AO, District Aviation Coordinators, District SIS Coordinators, and SIS airports work together to identify and prioritize eligible SIS projects. Project requests for SIS funding are considered over a 6-year period. The amount of available SIS funds and funding years can change right up to the cycle closeout in the July/August timeframe each year. Mr. McClure noted that SIS funding can indirectly help non-SIS airports too. This occurs when a project already funded by the district with regular aviation funds is selected as a SIS project, thereby freeing up the regular funds for reallocation for non-SIS airport projects in the same fiscal year.
- **Guidebook for Airport Master Planning Update** – Mr. McClure advised the group that the guidebook update was recently completed. If your airport is undergoing an update to its Master Plan or ALP, please ensure that the appropriate airport staff and consultants are using the Guidebook, along with other required reference documents.
- **2020 Florida Airport Directory** – Mr. McClure advised that the 2020 airport directory was available for download at [FDOT.gov/aviation](https://www.fdot.gov/aviation).
- **Florida Flyer Update** – Mr. McClure advised that a Special Edition of the Florida Flyer is coming soon and will be available for viewing and download via the Aviation Office website (<https://www.fdot.gov/aviation/newsletters.shtm>). For more information on how to get on the email notification list, or to submit an article for a future edition, please contact the FDOT Aviation Communications Manager, Michael McDougall. Email: [Michael.McDougall@dot.state.fl.us](mailto:Michael.McDougall@dot.state.fl.us)
- **Wildlife Hazard Program Assessment for Non-Part 139 Airports** – Mr. McClure reported that FDOT is wrapping up Phase I of a Wildlife Hazard Program Assessment for non-Part 139 airports. This phase of the project will collect information from up to 102 airports identifying their wildlife management status. Responsive airports will be provided with a copy of a brochure listing a number of Airport Wildlife Hazard Resources. The AO will be reviewing the

results of the data collection to identify opportunities to further assist airports with improving their Wildlife Hazard Programs.

- **General Aviation Security Assessments** – Mr. McClure reported that the final GA airport security assessments were presented to each of the District Offices in November and December 2019. Airports should expect the District Offices to coordinate with them on the findings and prioritizing suggested projects in the near future.
- **Airport Business Development Suitability Analysis Tool (FLIGHT)** – Mr. McClure stated that during the last round of CFASPP meetings in Fall 2019, a prototype application for the Airport Business Suitability Analysis project, called “FLIGHT”, was demonstrated. The Aviation Office received positive feedback from several airports regarding the concept of the project, and we are currently exploring options regarding the next steps.
- **Florida Aviation System Plan (FASP) Performance Monitoring – 2019 Report** – Mr. McClure advised that during the FASP 2035 update completed in 2017, 13 performance measures and 31 performance indicators were identified to assess Florida’s aviation system. Last year we completed the 2018 Annual FASP Performance Monitoring Report, which was developed to update the data associated with many of the 44 performance measures and indicators. The 2019 Annual Report is now under development and should be ready for distribution in late April.
- **FTP/TransPlex Updates** – Mr. McClure reported that the FDOT Office of Policy Planning is seeking to facilitate aviation stakeholder participation in the upcoming Transportation Planning Exchange (TRANSPLEX) conference, April 20-22 in Kissimmee as well as aviation involvement in the ongoing update to the Florida Transportation Plan (FTP). For more information about the FTP, please visit [www.floridatransportationplan.com](http://www.floridatransportationplan.com).
- **Update on Aviation Office Organization** – Mr. McClure advised that at the last round of CFASPP meetings, FDOT was in the final stages of hiring a new Aviation Program Manager for the position that had been vacant since March 2019. However, in mid-November FDOT leadership decided to not fill the position and instead transferred the vacant position to the Spaceports Office. The duties and responsibilities of the former Aviation Program Manager position have been re-distributed amongst the remaining positions in the Aviation Development section.
- **Question for the Group** – Mr. McClure prefaced his “Question for the Group” with some background on Aviation Office functions noting that they look at various data, reports, metrics, etc. to monitor the health and status of Florida’s public-use airport system. Some of the data provides a measure of the level of activity going on at the airports; such as passenger enplanement or boarding data, operations counts for those airports with control towers, based aircraft numbers, and population growth from a district perspective. He then posed the question, “*What Data Indicates Activity Levels at Your Airport?*”
  - *Mr. McClure reviewed the responses received during the regional round of meetings. Examples included fuel sales, T-hangar occupancy, available lease space and flight plan data from Flightaware.*
- **FDOT District Announcements** – There were no comments for the group from the FDOT district representatives.

5. **FAA Comments / Announcements** – The Administrator reviewed an email from FAA Orlando ADO Assistant Manager, Ms. Rebecca Henry-Harper. The email highlighted a number of key dates related to the FAA AIP program including the requirement to submit final grant applications based on bids by May 18, 2020. The Administrator also reminded everyone about the FAA Southern Region Airports Conference in Atlanta on April 13-16, 2020 (was ultimately cancelled).
6. **Old Business**
  - **Committee Resolution – FDOT Printing of Airport Directory and Aeronautical Chart** – Referring to the resolution passed at the last meeting, Mr. McClure advised that FDOT was still waiting on management guidance related to this request. In the interim, he reminded the group that the directory and aeronautical chart are both available for download on the FDOT Aviation Office webpage.
  - **Ongoing Legislative Items of Interest** – Chair Sieger recognized Ms. Lisa Waters of the Florida Airports Council (FAC) who assisted him in a brief review of current legislative items of interest to aviation. She reported that the exemption for airports from the independent CEI requirement had not been approved. The Diesel Emissions Fluid (DEF) storage bill did not pass either.
7. **New Business**
  - **Fuel Sales Tax Increase** – Mr. Penksa noted that continuing efforts by the airlines to reduce or eliminate the aviation fuel tax may warrant discussion of a fuel tax increase to augment FDOT funding sources for projects in the event the airlines are successful. He stated that he would be interested in hearing input from FAC and FDOT on this option.
8. **Open Forum**
  - **FAC Annual Conference** – Chair Sieger again recognized Ms. Waters who briefed the attendees on the FAC Annual Conference in Orlando in late July. (This conference was ultimately cancelled due to Covid-19).
9. **Time & Place of Next Meeting** – The Administrator advised the committee that the next meeting of the CFASPP Statewide Steering Committee is scheduled for July 18, 2020 in Orlando. Due to Covid-19, this date was later amended to August 20, 2020 at Orlando International Airport.
10. **Adjournment** – Hearing no further business for the committee to consider, Chair Sieger adjourned the meeting at approximately 11:39 a.m.