

**Meeting Minutes
CFASPP STATEWIDE STEERING
COMMITTEE MEETING
July 22, 2023
Hilton West Palm Beach**

1. **Call to Order/Introductions** – Chair Kerry Keith 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 in attendance and on the phone to introduce themselves. In addition to the Chairperson’s and Technical Advisors, more than 80 other aviation professionals attended the meeting in person and via the online platform.

<u>Name</u>	<u>Region</u>	<u>Representing</u>
Kerry Keith	Statewide Chair	Naples Airport Authority
John Helms	Statewide Vice-chair	Bartow Executive Airport
Lauren Scott	Northeast Chair	Jacksonville Aviation Authority
Brandon Dambeck	Treasure Coast Chair	Vero Beach Regional Airport
Roy Sieger	East Central Chair	Flagler Executive Airport
Rich Lesniak*	West Central Chair	Albert Whitted Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
Scott Kohut	Southeast Chair	Boca Raton Airport
Matt Coughlin	Northwest Vice-chair	Pensacola International Airport

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

<u>Name</u>	<u>Representing</u>
David Roberts	Interim State Aviation Manager
Bart Vernace	FAA Orlando ADO Manager
Mike McClure	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

*Via Web Meeting

2. **Approve Last Minutes** – Chair Keith asked for a motion to approve the minutes from the last meeting. Mr. Scott Kohut made a motion to approve that was seconded by Vice-chair John Helms and passed by a unanimous vote of the committee members present.
3. **Regional Chairperson’s Roundtable**
 - **Senate Bill 102 – Live Local Act (All)** – At the Chair’s direction, the Administrator summarized this issue and the related discussion at the regional meetings noting that a number of airport members had expressed concerns about the potential impacts of the bill. There was generally agreement that the bill had not considered a number of impacts that could have a negative impact on airports, particularly in the areas of land use and airspace protection. At the regional meetings, multiple airport members expressed concern about the potential for the construction of high-density housing adjacent to airports without height restrictions. Florida Airports Council has advised that they are studying this matter and preparing a response on behalf of Florida Airports with a goal of introducing potential “tweaks” to the bill during the next legislative session.
 - **Property Insurance for Airports (C)** – Vice-chair Helms updated the committee on this issue noting that the Bartow Executive Airport had been presented with a significant increase in insurance premiums during the last renewal process. He explained that the increases were apparently related to difficulties in the re-insurance market. During the regional meetings, airport members had reported increases that ranged from 25-100%. Vice-chair Helms that increases of this level would almost

certainly necessitate higher hangar rents for airport users as airport budgets are simply not set up to absorb these costs.

- **T-hangar Fire Protection (EC)** – Following up on a report from the last meeting, the Administrator advised that the Kissimmee Gateway Airport had been able to resolve the fire protection concerns of the local Fire Marshal. For the committee's consideration, the Administrator noted that the State CFO is recognized as the "State Fire Marshal" and any potential clarifications/interpretations to state policy would need to be coordinated through that office.

4. **FDOT Aviation**

- **Florida Aviation System Plan (FASP) Update** – Mr. McClure reported that the FASP 2043 Update Phase 2 is underway and will take about a year to complete. Some of the major ongoing Phase 2 tasks include:
 - Many thanks to all the airports for completing the surveys that were sent out in May. Inventory data will be used to support FASP goals, objectives, and performance measures & indicators
 - Analysis of NPIAS eligibility will focus on recent service level and role changes as well as whether the 6 non-NPIAS airports can realistically achieve NPIAS designation
 - Aviation activity forecasts from the FAA's Terminal Area Forecast (TAF) and the FDOT's Florida Aviation Database (FAD) will be reviewed
 - Updates and outreach on the progress of the FASP update will be provided at FIT meetings, CFASPP meetings, webinars, etc.
 - The next scheduled update will be on the closing day of the FAC Conference on Wednesday, General Session #8 from 9:30am – 10:30am
- **Florida Statewide Economic Impact Study** – Mr. McClure advised that this project is now complete with all airport deliverables now finalized and distributed. All documents and deliverables associated with the study are available at: <https://www.fdot.gov/aviation/economicimpact22.shtm>
Questions on this project may be directed to Mr. Nick Harwell at the FDOT Aviation Office – Email: Nick.Harwell@dot.state.fl.us.
- **Advanced Air Mobility (AAM) Planning** – Mr. McClure reported that the Final Report was distributed to airport sponsors and working group members on 6-1-2023. Phase III which involves the creation of the Implementation Plan & Developing an Outreach Workplan is underway. Questions on this project may be directed to Mr. Nick Harwell at the FDOT Aviation Office – Email: Nick.Harwell@dot.state.fl.us.
- **Florida Aviation Professionals Academy (FAPA)** – Mr. McClure advised that the final course for 2023 will be held at the Executive Airport in Orlando on October 3-4, 2023. Questions regarding FAPA can be directed to Mr. Nick Harwell at the FDOT Aviation Office – Email: Nick.Harwell@dot.state.fl.us.
- **New Florida Aviation Database (FAD)** – The FDOT Aviation Office has initiated the first phase to develop a new FAD. Elements of the effort will include evaluating the existing FAD, conducting stakeholder outreach, and documenting current processes, capabilities, and limitations. FDOT will be leading the creation of a vision and recommendations for the replacement system by producing a roadmap for development and implementation.
- **2023 Airfield Pavement Training Courses** – Mr. McClure reported that the remaining pavement training courses are as follows:
 - **Session #1 – September 26-28**
 - Tue-Wed (9/26-9/27): Pavement Inspection - Field & Classroom

- Thu (9/28): Classroom – Pavement Distress Repair
- **Session #2 – November 7-9**
- Tue-Wed (11/7-11/8): Pavement Inspection - Field & Classroom
- Thu (11/09): Classroom – Pavement Distress Repair
- Registration: <https://pavementtraining.cventevents.com/event/760e7189-af49-4cf9-995a-9c92e9a1f89b/summary>

Questions on this program may be directed to Dr. Abdul Hatim at the FDOT Aviation Office. Email: Abdul.Hatim@dot.state.fl.us.

- **Pavement PCN-PCR Conversion** – Mr. McClure noted that the FAA's AC 150/5335-5D (Standardized Method of Reporting Airport Pavement Strength – PCR) was issued in April 2022. This AC requires PCN for the Part 139 airports to be converted into PCR by September 2024. A cost estimate for the PCR project has been approved and a grant from the FAA has been received – work to begin soon.
 - **Discontinuation of Runway Friction Testing by the FDOT State Materials Office** – Due to budget constraints, the FDOT State Materials Office (SMO) will be discontinuing Runway Friction Survey services by next year. The SMO will be informing its customers of this change via letter so they can transition to private vendor for future services.
 - **Operations Counting Technologies at Non-Towered Airports** – Mr. McClure advised that the final White Paper by ERAU for the Operations Counting research project was completed in May 2022. The ERAU research team is in the process of scheduling field testing of new technologies at two (2) airports (Ormond Beach Municipal and DeLand Municipal Airport).
 - **RFP for Statewide Airport Operations Counting Data Collection** – Mr. McClure advised that insufficient bids were received in response to the recent advertisement. The current plan is to develop an updated RFP and advertise again in the coming months.
 - **2023 Florida Airport Directory and Florida Aeronautical Chart** – Mr. McClure advised that printed copies of the 2023 Florida Aeronautical Chart and Florida Airport Directory are now available. If you need copies for your airport, please let him know.
 - **Aviation Office 411 Guide** – Mr. McClure advised that the guide provides introductory information about a variety of aviation related resources in one place. Included are links, QR codes, descriptions, and summaries for these key publications and trainings produced by the Aviation Office. The latest version of the guide is available online by visiting www.fdot.gov/aviation.
 - **Airport Master Plan and ALP Updates – Important Reminder** – Mr. McClure reminded the airport sponsors to please coordinate Master Plan & ALP Updates with your FDOT District Aviation Coordinator – even if the updates are not funded with FDOT funds.
 - **FDOT State Aviation Manager – Position Opening Update** – Mr. McClure advised that Mr. David Roberts is the Interim State Aviation Manager. Recruitment is on hold until 2 senior-level positions are filled:
 - Asst. Secretary, Strategic Development (L.K. Nandam is Interim)
 - Chief of Modal Development (Lauren Rand is Interim)
5. **FAA Comments / Announcements** – Mr. Bart Vernace, FAA Orlando Manager updated the committee on the following items of interest and important dates from the FAA:
- **FY23 Status of Funding/Grant Activity:** Mr. Vernace noted there has been an increase in grant inactivity beyond a 6-month period. As a reminder, a **grant agreement requires sponsors to make a draw request on a regular basis** to avoid

the ability to receive future grant offers (refer to “Project Timing”). The **AIP Grant Payment Policy states that a drawdown activity is expected monthly** but may vary depending on the project. Note that “...**no drawdowns over a 12-month period can be cause for termination of a grant agreement.**” ADO recommends for airports to at least make a drawdown every quarter in order to avoid a conflict with drawdown timing requirements.

- **FY24 ACIP Progress Update:** Mr. Vernace reported that the ADO is currently working on the **FY2024-26 ACIP** based on JACIP project updates submitted last **December 2022**. Airports shall **assign allocated BIL AIG funds** to their projects in JACIP under BIL. **IMPORTANT:** Note that the FY24-26 **Discretionary ASK** for is **above planning ceiling limits**; therefore, not all projects will receive funding. Ensure the airport has **an alternative funding plan** in place as an option.
- **FY24 Expectations & Key AIP Dates:** AIP Pre-Application to ADO - **October 18, 2023**
 - FAA JACIP Updates FY25-29* - December 31, 2023
 - Declaration of Entitlements - TBD (FRN)
 - AIP Grant Application to ADO - TBD (FRN/NOFO)
 - FY2024 ATP NOFO** - TBD (FRN/NOFO) – July 2023
 - Grant Closeout Documents - July 8, 2024

Mr. Vernace concluded his remarks by updating the group on several important program related reminders. He also announced to the group that he plans to retire from the FAA in the coming year. Chair Keith and the committee thanked Mr. Vernace for his update and wished him the best in retirement.

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

7. **New Business**

- **Legislative Items of Interest** – Chair Keith asked Mr. Chad Rosenstein from the Punta Gorda Airport to provide a brief update on legislative items of interest to aviation. Mr. Rosenstein noted that FAC is currently updating their list of priorities in preparation for the upcoming legislative session – noting that the session begins early this year.
- **Election of New Chairperson** – The Administrator noted that Chair Keith was coming to the end of his two-year term leading the CFASPP Statewide Committee. He reported that the bylaws indicate that the sitting Vice-chair ascends to the Chair position if willing to do so. Vice-chair John Helms of the Bartow Executive Airport affirmed that he was prepared to lead the committee for the next two years and the matter was then considered settled. The Administrator advised that Mr. Helms would become the Chair at the conclusion of this meeting and preside at the next CFASPP Statewide Meeting in Tampa on December 6, 2023. The Administrator, committee and the attendees then gave a round of applause to Chair Keith for his excellent leadership and commitment to the program over the past two years.

8. **Open Forum** – None.

9. **Time & Place of Next Meeting** – The Administrator advised the committee that the next meeting of the CFASPP Statewide Steering Committee is scheduled for December 6, 2023. The committee determined that the meeting would be held at the Tampa International Airport (if available) on that date beginning at 10:30 a.m.

10. **Adjournment** – Hearing no further business for the committee to consider, Chair Keith adjourned the meeting at approximately 1:58 p.m.