

**Meeting Minutes  
CFASPP STATEWIDE STEERING  
COMMITTEE MEETING  
December 6, 2023  
Tampa International Airport**

1. **Call to Order/Introductions** – Chair John Helms called the meeting to order at 10:30 a.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>
John Helms	Statewide Chair	Bartow Executive Airport
Chad Rosenstein	Southwest Vice-chair	Punta Gorda 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
David Pollard	Northwest Chair	Tallahassee International Airport

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

<u>Name</u>	<u>Representing</u>
Mike McClure	FDOT Aviation System Manager
Dan Afghani	CFASPP Administrator

\*Via Web Meeting

2. **Approve Last Minutes** – Chair Helms asked for a motion to approve the minutes from the last meeting. Mr. Allan Penksa made a motion to approve that was seconded by Mr. David Pollard and passed by a unanimous vote of the committee members present.
3. **Regional Chairperson’s Roundtable**
  - **Stormwater Permitting Process (SE)** – Following an introduction by the Administrator, Mr. Scott Kohut updated the group on a few challenges that airports in the Southeast Metro Area are experiencing when submitting for stormwater permits. He noted that the process is cumbersome and the extended wait times for approval can delay project activities.
  - **Airport Tenant Insurance Requirements (TC)** – Mr. Brandon Dambeck introduced the issue as discussed at the Treasure Coast meeting noting that in response to rising insurance costs, some tenants at the Vero Beach Regional Airport have approached the city in an attempt to alter, reduce or change existing coverage requirements. The committee discussed this matter at length and provided several examples on the handling of tenant insurance for Mr. Dambeck to consider.
  - **Consideration of Departure Surfaces in Chapter 333 F.S. (NC)** – Mr. Allan Penksa introduced this issue noting that Chapter 333 F.S. provides protection for approach surfaces. Given the weight and balance requirements for some aircraft, it may be worth considering options for protecting departure surfaces as well. Mr. Penksa noted that there have been cases where airlines have had to deboard passengers due to weight and balance issues related to departure surface encroachment.
  - **TSA Security Directive – Employee Screening Requirements (NW)** – Mr. David Pollard introduced this issue noting that the new directive on employee screening

impacts the commercial service airports in the Northwest Region due to the number of employees that are cross utilized. Ticket counter employees often transition to the gate areas to assist with departures, and they are now required to be screened. He acknowledged some airports concern that the process costs money and additional time for employees working in multiple areas. Mr. Pollard added that under his direction, the Tallahassee International Airport supported the directive in line with continued efforts to maintain a robust security posture. The costs and time losses are not ideal, but security comes first.

- **Potential for Statewide Pavement Maintenance Contract** – Referring to the success of the Statewide Airport Marking Contract, Mr. Pollard asked if FDOT might consider procuring a contract to streamline the handling of minor pavement repair issues. The committee was receptive to this idea, and it was decided that Mr. Pollard would work with FDOT staff at the Aviation Office to explore this issue.

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

- **FDOT Aviation Office (AO) – Vacant Positions Update** – Mr. McClure advised that Mr. David Roberts is still the Interim State Aviation Manager. Recruitment for the permanent Statewide Aviation Manager is on hold, likely until the end of the legislative session.
- **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:
  - Data inventory 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.
- **Advanced Air Mobility (AAM) Planning** – Mr. McClure reported that some new documents have recently been uploaded to the FDOT Aviation Office’s Advanced Air Mobility webpage.
  - The AAM Working Group Report and Recommendations (Aug 2023)
  - The Implementation and Public Outreach Plan (Sep 2023)
  - Executive Summaries for both of these documents
  - Documents can be accessed by using the link or QR code on the slide, and then scrolling to the bottom of the page to the FDOT AAM Documents section.

Questions on this project may be directed to Mr. Nick Harwell at the FDOT Aviation Office – Email: [Nick.Harwell@dot.state.fl.us](mailto:Nick.Harwell@dot.state.fl.us).

- **Florida Aviation Professionals Academy (FAPA)** – Mr. McClure advised that the first course for 2024 will be held at the FDOT Manatee Operations Center in Bradenton on March 19-20, 2024. Questions regarding FAPA can be directed to Mr. Nick Harwell at the FDOT Aviation Office – Email: [Nick.Harwell@dot.state.fl.us](mailto: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 by the end of 2025.
- **Procedure for FDOT Funding of Runway Extensions** – Mr. McClure reported that the AO is developing an FDOT Procedure to provide guidance on the process for requesting FDOT funding for runway extension projects. A 10-page white paper completed by the AO in August 2023 will provide the basis for the new procedure.
  - **Statewide Airfield Pavement Management Program (SAPMP)** – Mr. McClure reported that Phase 1 is underway with the completion of 54 GA airports and an expected completion date of Spring 2025. Phase 2 will begin after the completion of Phase 1 and is expected to include 41 GA Reliever and Commercial Service airports.
  - **Statewide Pavement Marking & Condition Assessment Contract** – Mr. McClure advised that FDOT procured a state term contract was procured to assist airports with a streamlined process to procure airport marking services at a competitive price. FAM -JV is the selected vendor, and the contract goes through 12/31/2026. For information on the contract, email: [info@famjv.com](mailto:info@famjv.com)
  - **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. The contract has been finalized and the conversion project has started. PCN to PCR conversion for non-Part 139 airports is also expected to be completed.
  - **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 field testing and data collection has been completed and a final report is expected to be completed by December 15, 2023.
  - **RFP for Statewide Airport Operations Counting Data Collection** – Mr. McClure advised that the results of this vendor selection are expected to be published on December 12, 2023. Additional information on the selected vendor and available services are expected to be provided during CFASPP Round 2024-1.
  - **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](http://www.fdot.gov/aviation).
5. **FAA Comments / Announcements** – The Administrator reviewed a few slides from the FAA highlighting current program deadline dates and areas of focus in the engineering/planning/environmental sections.
6. **Old Business** – No items held over for discussion.
7. **New Business**
- **Legislative Items of Interest** – Chair Helms asked Ms. Lisa Waters of Florida Airports Council (FAC) to provide a brief update on legislative items of interest to aviation. She highlighted a few primary issues and noted that FAC is currently preparing for the upcoming legislative session. She also reminded the group that there would be a FAC

mid-year membership meeting/conference on January 25-26 at the Orlando International Airport. The highlight event will be a retirement celebration on the evening of January 25<sup>th</sup> for FAA Orlando ADO Manager, Mr. Bart Vernace.

- **Election of New Vice-chairperson** – Chair Helms advised that following his appointment to the Chair, the position of Statewide Vice-chair was open. He asked the current statewide committee members to consider their interest in serving as Vice-chair and elected to defer a vote/selection on the matter until the next meeting in Lakeland on April 10<sup>th</sup>.
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 April 10, 2024. The committee determined that the meeting would be held at the Lakeland Linder 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 Helms adjourned the meeting at approximately 11:46 a.m.