

**Meeting Minutes  
CFASPP STATEWIDE STEERING  
COMMITTEE MEETING  
April 10, 2024  
Lakeland Linder International Airport**

1. **Call to Order/Introductions** – Chair John Helms called the meeting to order at 10:33 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 125 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	Interim Southwest 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
Mark Sprague	West Central Vice-Chair	St. Pete-Clearwater Intl. Airport
Allan Penksa, AAE	North Central Chair	Gainesville Regional Airport
Scott Kohut*	Southeast Chair	Boca Raton Airport
Matt Coughlin	Northwest Chair	Pensacola 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. Mark Sprague and passed by a unanimous vote of the committee members present.
3. **Regional Chairperson’s Roundtable**
  - **Gopher Tortoise Mitigation (EC)** – Following an introduction by the Administrator, Mr. Roy Sieger updated the group on this issue noting that the handling/removal of gopher tortoises has become a common part of on airport construction projects. He referenced a suggestion by Mr. George Speake of the Orlando Sanford International Airport that would begin discussion on ways to streamline the removal/relocation process. He noted that the cost of removal is a concern as are project delays that occur when there are permitting delays.
  - **Landing Fee Discussion (EC and NE)** – Citing discussion at the East Central and Northeast meetings, the Administrator introduced the issue and then asked Mr. Shaun Germolus of the Kissimmee Gateway Airport to provide additional details on the plan. Mr. Germolus explained that a meeting of interested airports was scheduled later that week. He noted that the fees would bring in approximately \$450,000 annually at his airport to assist with project expenses. He noted that while the FDOT grant program provides an exceptional level of support, it should not be the only revenue source that airports rely on going forward.
  - **FAA Changes to Class C Airspace (SE and NE)** – As a point of information, the Administrator reviewed 2 reported cases of proposed changes to the Class C airspace near the Palm Beach International Airport and Jacksonville International Airport. Once finalized, GA pilots will need to become familiar with changes to the boundaries and

altitudes associated with the Class C airspace in these areas. It was noted that these proposed changes were initiated by the FAA and not by the individual airport sponsors.

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

- **FDOT Aviation Office (AO) – Vacant Positions Update** – Mr. McClure advised that Mr. David Roberts is still the Interim State Aviation Manager. Mr. Jim Durwin has been appointed to the Airspace Protection and Security Manager position. Airport Planning Manager, Mr. Nick Harwell resigned from FDOT in December 2023. This position is expected to be advertised in the coming weeks.
- **Florida Aviation System Plan (FASP) Update** — Mr. McClure reported that the FASP 2043 Update Phase 2 is approaching completion. The final FIT team meeting was held on February 29, 2024, and a statewide webinar was conducted on March 6, 2024. The FASP 2043 team is working to complete the final deliverables which will include updated Airport Profiles and deployment of the FASP 2043 website.
- **Advanced Air Mobility (AAM) Planning** – Mr. McClure reported that the following documents have been uploaded to the FDOT Aviation Office’s Advanced Air Mobility webpage for review:
  - The AAM Working Group Report and Recommendations (Aug 2023)
  - The Implementation and Public Outreach Plan (Sep 2023)
  - Executive Summaries for both of these documents
- **New Florida Aviation Database (FAD)** – The FDOT Aviation Office is working on Phase 1 of the project which includes new designs for the Integrated Facility Module (IFM) tabs and the Document Management Module. The goal is to complete a transition to the new FAD by the end of 2025.
- **Procedure for FDOT Funding of Runway Extensions** – Mr. McClure reported that the AO has developed an FDOT Procedure to provide guidance on the process for requesting FDOT funding for runway extension projects. The procedure is currently undergoing legal review.
- **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 contract has been finalized and work is now underway.
- **FDOT SMO Runway Friction Survey Services** – Mr. McClure advised a final decision on the discontinuation of this service to airports has not been made. Services will continue as normal for the time being. Stay tuned for additional updates.
- **2024 Florida Statewide Airport Stormwater Training Course** – Mr. McClure reported that this project is getting underway and will include stakeholder workshops with the FDOT, FDEP, FAA and Water Management Districts. There will also be an in-person training session which will offer Professional Development Hours to qualified personnel.
- **Statewide Airport Operations Counting Data Collection Contract** – Mr. McClure advised that the selected vendor was Virtower, LLC. The contract is expected to be finalized soon and additional details for airport participation in the program will be available at that time.
- **FAD Disaster Preparedness Module Discussions & Training** – Mr. McClure advised that the Aviation Office would be conducting in-person meetings/training on the use of the Disaster Preparedness Module (DPM) in the FAD at FDOT District Offices around the state beginning in June. Questions on the meetings may be directed to Ms. Alice Lammert, FDOT Private Airport and Compliance Manager at [Alice.Lammert@dot.state.fl.us](mailto:Alice.Lammert@dot.state.fl.us).

- **USDA Statewide Wildlife Hazard Management Training** – Mr. McClure reported that the AO has partnered with the US Department of Agriculture’s Wildlife Services program to provide basic wildlife hazard management training at no cost to airport staff. The intended audience is GA airport staff. This training will not necessarily serve as a replacement for wildlife hazard training to satisfy the Federal Aviation Administration (FAA) requirements pursuant to 14 CFR Part 139. There are expected to be two (2) training sessions per year and initial dates and locations are still TBD. For additional information please contact: David Smith, FDOT Public Airport and Safety Manager at (850) 414-4515 - [DavidP.Smith@dot.state.fl.us](mailto:DavidP.Smith@dot.state.fl.us)
  - **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 (January 2024) is available online by visiting [www.fdot.gov/aviation](http://www.fdot.gov/aviation).
  - **Florida Aviation Project Handbook** – Mr. McClure reported that the 2024 version of the Florida Aviation Project Handbook was recently released. The handbook is an excellent resource for information on the Florida Aviation Grant Program, SIS and other funding opportunities available to airports.
  - **2024 Florida Airport Directory and Aeronautical Chart**– Mr. McClure advised that 2024 versions of the directory and aeronautical chart are now available for mailout. Contact Mr. Michael McDougall at the Aviation Office to order – [Michael.McDougall@dot.state.fl.us](mailto:Michael.McDougall@dot.state.fl.us).
  - **2024 FDOT Annual Aviation Awards** – Mr. McClure advised that nominations for the 2024 FDOT Annual Awards Program are due to the Aviation Office by May 31, 2024. Please visit <https://www.fdot.gov/aviation/flpub.shtm/awards-program> to download copies of the nomination forms. This year’s award winners will be announced following the CFASPP Statewide Meeting in Miami on Saturday, August 10, 2024.
5. **FAA Comments / Announcements** – FAA Orlando ADO Assistant Manager, Mr. Juan Brown reviewed several slides related to current activities at the FAA Orlando ADO. There has not yet been a selection made for the open ADO manager position. Mr. Brown reviewed several active funding programs and the application deadlines related to them. Airport sponsors are welcome to contact their FAA Program Manager with questions related to the program eligibility and application requirements.
6. **Old Business**
- **Potential Statewide Contract for Pavement Maintenance** – Mr. David Pollard reported that he has been working with FDOT on a framework for the establishment of this contract.
  - **Election of New Vice-chairperson** – Following a nomination from Chair Helms that was seconded by Mr. Chad Rosenstein, Mr. Brandon Dambeck of the Vero Beach Regional Airport was elected as the new Vice-chair of the CFASPP Statewide Committee by a unanimous vote of the committee members.
7. **New Business**
- **Legislative Items of Interest** – Chair Helms asked Mr. Rosenstein to cover this item. Mr. Rosenstein reported that the FDOT Work Program has \$334 million with \$280 million for aviation in the new 5<sup>th</sup> year. He reported that there were successes for aviation during the recently concluded legislative session including amendments to the Live Local Act and a language revision to Chapter 333 F.S. Mr. Rosenstein noted that

FDOT Secretary Perdue had recently met with the members of the Florida Airports Council Board in an effort to learn about policies that may be helpful to airports.

8. **Open Forum** – Chair Helms thanked Mr. Adam Lunn and the team at the Lakeland Linder International Airport for hosting the meeting and arranging access to Sun'n Fun for the attendees.
9. **Time & Place of Next Meeting** – The Administrator advised the committee that the next meeting of the CFASPP Statewide Steering Committee is scheduled for August 10, 2024. The committee determined that the meeting would be held at the JW Marriott Hotel (FAC Annual Conference) in Aventura on that date beginning at 1 p.m.
10. **Adjournment** – Hearing no further business for the committee to consider, Chair Helms adjourned the meeting at approximately 11:44 a.m.