

**Meeting Minutes**  
**CFASPP STATEWIDE**  
**STEERING COMMITTEE MEETING**  
**July 22, 2006, 1:00 PM**  
**Hyatt Coconut Point – Bonita Springs**

1. **Call To Order / Introductions** --Chair Ed Cooley called the meeting to order at 1:02 p.m. and asked all in attendance to introduce themselves.

<b>Name</b>	<b>Region</b>	<b>Representing</b>
Ed Cooley, Chair	West Central Chair	Hillsborough County Aviation Authority
Rick Crider, Vice Chair	North Central Chair	Gainesville Regional Airport
Eric Menger	Treasure Coast	Vero Beach Municipal Airport
Jerry Sealy	Northwest Chair	Okaloosa County Airports
Bob Mattingly	Southwest Chair	Sarasota Manatee Airport Authority
Chip Seymour	Northeast Chair	Jacksonville Airport Authority
Kevin McNamara	East Central Chair	Greater Orlando Aviation Authority
<i>Other Airports Represented</i>		
Michael Clow	Northwest	Tallahassee Regional Airport
Bryan Cooper	Northeast	St. Augustine Airport
Richard Johnson	Northeast	Fernandina Beach Municipal Airport
Chip Snowden	Northeast	Jacksonville Airport Authority
Todd Cox	Northeast	Jacksonville Airport Authority
Jack Thompson	East Central	Flagler County Airport
Jim Sheppard	East Central	Greater Orlando Aviation Authority
Mikko Huttunen	East Central	Greater Orlando Aviation Authority
Luis Olivero	East Central	Greater Orlando Aviation Authority
Garth Saalfield	East Central	Daytona Beach International Airport
Larry Dale	East Central	Orlando Sanford International Airport
Andrew Van Gaale	East Central	Sanford Airport Authority
Diane Crews	East Central	Orlando Sanford International Airport
Bryant Garrett	East Central	Orlando Sanford International Airport
Scott Carr	East Central	Titusville-Cocoa Airport Authority
Stephanie Horchreder	East Central	Titusville-Cocoa Airport Authority
Tom Jewsbury	West Central	St Petersburg-Clearwater Int'l Airport
Nadine S. Jones	West Central	Hillsborough County Aviation Authority
Joelle S. Francois	West Central	Hillsborough County Aviation Authority
Robert J. Mattingly	West Central	Sarasota Manatee Airport Authority
Don Silvernell	West Central	Hernando County Airport
Cynthia Barrow	Central	Bartow Municipal Airport
Gary Duncan	Southwest	Lee County Port Authority
Debra Lemke	Southwest	Lee County Port Authority
Peter Modys	Southwest	Lee County Port Authority
Mark Fisher	Southwest	Lee County Port Authority
Sarah Jamieson	Southwest	Lee County Port Authority
Gary Quill	Southwest	Charlotte County Airport Authority
Fred Watts	Southwest	Venice Municipal Airport
Gary Spraggins	Southwest	Sarasota County – Buchan Airport
Barbara Churchill	Treasure Coast	St. Lucie County International Airport
Jerry Allen	Southeast	Palm Beach County Dept. of Airports
Ana Sotorrio	Southeast	Miami-Dade Aviation Department
Nina Demeo	Southeast	Broward County Aviation Department
Walt Houghton	Southeast	Broward County Aviation Department

In addition, the following people were in attendance:

<b>Name</b>	<b>Representing</b>
Neil Cosentino	Bay World Public Trust, Inc.
Bill Ashbaker	Florida Department of Transportation, Aviation Office
Tom Duncan	Florida Department of Transportation, Aviation Office
Raymond Clark	Florida Department of Transportation, District 7
Jim Wikstrom	Florida Department of Transportation, District 5
Philip Deal	Florida Department of Transportation, District 3
Terry Beacham	Florida Department of Transportation, District 1
Jeff Leopold	Florida Department of Transportation, District 1
Roxann Lake	Florida Department of Transportation, District 1
Scott Walters	Florida Department of Transportation, District 3
Matthew J. Thys	FAA Orlando ADO
Mohsen Mohammadi	LPA Group, Inc.
Philip Jufko	LPA Group, Inc.
Jerry Roberts	Planning Technology, Inc.
Bob Ori	Planning Technology, Inc.
Chase Stockon	Panther International, LLC
Nelson Rhodes	AOPA
Paula Raeburn	Florida Aviation Trades Association
Ron Ratliff	RS&H, Inc.
Brenda Tillman	R.W. Armstrong, Inc.
Ray Wabler	CASA
Joshua Levy	Student – F.I.T.
Dave Bardt	Kimley-Horn & Associates
Tim Parker	DMJM
Jack Reynolds	
Jackson Sargent	Edwards & Kelcey
Andy Wilson	Edwards & Kelcey
Bill McGrew	PBS&J
Steven Calabro	WSA, Inc.
Harry Downing	WSA, Inc.
Andy Keith	Florida Department of Transportation, Aviation Office
Dan Afghani	CFASPP Administrator

2. **Approve Last Minutes** – Chair Cooley asked for a motion to approve the last minutes. A motion to approve the minutes was made by Vice-Chair Crider, seconded by Mr. Menger and passed by a 7-0 vote.
3. **Statewide Resolutions**
  - **FASP Implementation Plan** – Mr. Andy Keith reviewed the status of the FASP Implementation Plan (Phase 1) noting that this project along with others may undergo some changes as a result of a redirection of the FDOT Aviation Office. Mr. Keith noted that in addition to the clean-up of data in the FAD, this project will also take on the JACIP software upgrades and that airports have already submitted ideas for program changes to the FDOT. Mr. Keith reminded the group that the entire FASP Implementation Plan is available for review at [www.CFASPP.com](http://www.CFASPP.com).

- **Next Generation Aircraft (NGA) Project Update** – Chair Cooley and Mr. Keith discussed the updated scope of work developed by the subcommittee established at the last Statewide meeting. Mr. Jim Sheppard elaborated on the project and the methods used to develop the updated scope. Chair Cooley then asked for approval of a resolution outlining the new project goals and serving as a modification to the original A380 Study resolution. A motion was made by Mr. Seymour, seconded by Mr. McNamara and passed by acclamation. Chair Cooley then asked the committee for a motion to approve the new scope of work as developed by the subcommittee. A motion to approve the new scope was made by Mr. Menger, seconded by Mr. Seymour and passed by acclamation. Mr. Seymour finished the discussion by asking that a price for the new scope be provided for the committee's consideration at the next meeting in November.

#### 4. **FASP 2025**

Introduction of VLJs into the Florida Airport System – Mr. Keith reviewed a brief slide presentation on the start of VLJ service in Florida. Following the VLJ presentation, Mr. Keith reviewed a presentation on the steps and infrastructure requirements for the establishment of LPV approaches at general aviation airports.

#### 5. **FDOT Aviation Office**

- **Florida Aviation Test Center** – Mr. Harry Downing gave a brief update on the Test Center explaining that the committee formed to rank "Problem Statements" will meet during the FAC Conference.
- **Pavement Management Program** – Mr. Bill Ashbaker stated that the consultant agreements for the program have been finalized and that inspections will begin in the next two (2) weeks.
- **Airport Master Planning Guidelines/ Electronic ALPs** – Mr. Keith stated that the project is underway and that the 2nd Technical User Group (TUG) was held in June. Mr. Dale informed the group about the importance of getting the Airport Master Plan adopted into the local Comp. Plan. Ms. Nadine Jones explained that the HCAA has worked to include all four (4) of its airports Master Plans into the local Comp. Plan in Hillsborough County.
- **UNICOM Frequency Expansion Project** – Mr. Keith gave a brief explanation on the status of the UNICOM project noting that he and Mr. Aaron Smith have finished identifying frequencies in use around the State. He noted that about 70% of airports use the same two (2) or three (3) frequencies.
- **T-hangar Guidelines – Florida Building Code Update** – Mr. Keith explained that a small victory had been achieved with the approval of a change to the FBC that eliminates the requirement for a two (2) hour firewall every 3000 square feet. He added that there are still issues out there to be worked out with fire jurisdictions in T-hangar construction including curbing and ingress/egress requirements.

#### 6. **Regional Chairpersons Roundtable**

- **East Central** – Chair McNamara reported that topics of discussion at the East Central meeting included aviation funding needs/concerns and establishment of Wildlife Programs at airports.

- **Southwest** – Chair Mattingly reported that Charlotte County is having trouble retaining property insurance and that the Lee County Port Authority is preparing to issue an LOQ for the new parallel runway at Southwest Florida International Airport. He added that Venice is currently undertaking a runway rehabilitation project and that projects at SRQ include a terminal ticketing area upgrade and preparation for the overlay of the primary runway.
  - **Northeast** – Chair Seymour reported that the Northeast meeting was highlighted by a presentation on aviation funding needs, grant procurement strategies and procedures. He added that the membership indicated a desire to maintain the current number of regional meetings each year.
  - **North Central** – Chair Crider reported that North Central meeting was held in Dunnellon for the first time and was quite well attended. He noted that topics of discussion included LPV approach issues, airspace obstructions and the need for some type of training for general aviation airport managers in the region.
  - **Treasure Coast** – Mr. Menger reported that regional Vice-Chair Jason Milewski has left the Sebastian Airport creating a vacancy at the airport and in the CFASPP region. He added that Mr. Vernon Gray of Okeechobee County was recognized in a trade publication for his positive economic development work at the airport. In closing, Mr. Menger stated that the Ad Valorem tax issue in Indian River County is still on-going.
  - **West Central** – Chair Cooley reported that the West Central committee considered a request from Mr. Neil Cosentino to support a change in aviation terminology from “uncontrolled” to “pilot” controlled airports. He noted that the regional committee decided not to act on this matter but he did give Mr. Cosentino the opportunity to briefly explain his idea to the Statewide Committee.
  - **Northwest** – Chair Sealy reported that they are also experiencing difficulties retaining airport property insurance in the Northwest region. He noted that this is an issue at both inland and coastal airports. Chair Sealy noted a concern from an FBO owner regarding the changing of UNICOM frequencies. It seems that the owner is worried about confusion that may result when the new frequency differs from those published in facility guides on an annual basis.
7. **FDOT District Announcements** – None.
8. **FAA Comments** – Mr. Matthew Thys stated that the FAA is in the process of planning their annual Consultant Workshop. The Workshop will be held in October and those wishing to receive notification should ensure they are on the mailing list. If you have ideas or topics for discussion at the Workshop you are encouraged to submit them to Mr. Thys via e-mail as soon as possible.
9. **Old Business/New Business**
- **Action Items** – None
  - **CFASPP Letterhead** – Mr. Bill Ashbaker asked the committee if they would consider participating in the development of a CFASPP Program letterhead. The CFASPP letterhead would be used for official communication from the Chairs to Members and Participants. The letterhead could be personalized for each region and would replace the FDOT letterhead currently used for cover letters and other communications. The committee discussed the idea and agreed that the new

letterhead would be beneficial. The CFASPP Administrator was instructed to develop a draft letterhead for consideration by the regional Chairs.

- **CFASPP Statewide Meeting Date** – Mr. Garth Saalfield asked the committee to reconsider the decision to continue holding the CFASPP Statewide Meeting on the Saturday prior to the FAC Conference. He suggested that a date within the conference agenda would allow more people to attend. Mr. Menger explained that the FAC Board considered this issue last year and determined that the conference agenda did not have an open timeframe to hold the meeting as most of the weekday agenda items are concurrent sessions. The committee noted Mr. Saalfield's concerns but did not take any action.
- **Recognition** – Chair Cooley introduced and read a proposed resolution regarding the distinguished service of Mr. Jim Sheppard to the CFASPP program. He noted that Mr. Sheppard has served as both a Regional and Statewide Committee Chair and contributed greatly to the development of the Florida Aviation System Plan (FASP 2025). Following the reading, Chair Cooley asked for a motion from the Committee to accept the resolution as presented. Mr. Jerry Sealy made a motion to accept the resolution; it was seconded by Mr. McNamara and passed by acclamation.

#### 10. **Open Forum**

- **FAC** – Mr. Menger thanked all of the sponsors and delegates for attending FAC 2006.
- **FATA** – Ms. Paula Raeburn stated that Dayjet announced the locations of five (5) dayports at the FATA meeting on June 14<sup>th</sup>. She informed the group about a new FATA magazine that might be of interest to aviation businesses and suggested that [www.floridahangar.com](http://www.floridahangar.com) might be a resource for airports in need of property insurance.
- **CASA** – Mr. Ray Wabler introduced himself as a CASA representative and noted that [www.casa.aero](http://www.casa.aero) is a resource for information about his group.
- **AOPA** – Mr. Nelson Rhodes stated that the Miami-Dade Aviation Department was successful in their efforts to close the Opa-Locka West Airport despite the objections of AOPA.
- **First Level Air Service** – Mr. Neil Cosentino expressed the importance of gaining “first level air service” in the State of Florida. He stated that a key element in meeting this goal is the establishment of a “mega” airport to handle cargo operations. Mr. Cosentino suggested that this airport is already in the works with a planned location in the northwest corner of Hardee County adjacent to the Manatee County line. Mr. Cosentino added that he also represented the Florida Aviation Hall of Fame and that suggestions for prospective inductees should be directed to his attention.

11. **Time & Place Next Meeting** – Mr. Keith stated that the next scheduled meeting of the Statewide Committee is November 16, 2006 at Tampa International Airport. The meeting will begin at 1:00 p.m. in the HCAA Board Room.

12. **Adjournment** – Hearing no further business for the committee to consider, Chair Cooley adjourned the meeting at approximately 2:40 p.m.