

**Meeting Minutes  
CFASPP STATEWIDE  
STEERING COMMITTEE MEETING  
APRIL 21, 2005, 1:00 PM  
Orlando International Airport, GOAA Board Room**

1. **Call To Order / Introductions** – Chair Jim Sheppard called the meeting to order at 1:10 PM and asked all in attendance to introduce themselves.

| <u>Name</u>           | <u>Region</u>             | <u>Representing</u>                    |
|-----------------------|---------------------------|--|
| Jim Sheppard, Chair   | East Central Chair        | Greater Orlando Aviation Authority     |
| Ed Cooley, Vice-Chair | West Central Chair        | Hillsborough County Aviation Authority |
| Tate Fisher           | North Central Chair Proxy | Gainesville Regional Airport           |
| Chip Seymour          | Northeast Chair           | Jacksonville Airport Authority         |
| C. B. Shirey          | Central Chair             | Avon Park Executive Airport            |
| Mark Fisher           | Southwest Chair           | Lee County Port Authority              |
| Mike Moon             | Treasure Coast Chair      | Witham Field                           |
| Alex Erskine          | Southeast Chair           | Fort Lauderdale Executive              |

**Other Airports Represented**

|                 |                |  |
|-----------------|----------------|--|
| Mike Cavallo    | Northeast      | Deland Municipal –Sidney H Taylor Field  |
| Glenn A. Ball   | Northeast      | Palatka Municipal –LT. Kay Larkin Field  |
| Vic White       | East Central   | Orlando Sanford International Airport    |
| Garth Saalfield | East Central   | Daytona Beach International Airport      |
| Kevin McNamara  | East Central   | Orlando Executive                        |
| Tom Jewsbury    | West Central   | St. Petersburg-Clearwater Int'l Airport  |
| Don Silvernell  | West Central   | Hernando County Airport                  |
| Cindy Barrow    | Central        | Bartow Municipal Airport                 |
| John DuBose     | Central        | Lakeland Linder Regional Airport         |
| Bob Mattingly   | Southwest      | Sarasota/Bradenton International Airport |
| Gary Duncan     | Southwest      | Southwest Florida International Airport  |
| Jason Milewski  | Treasure Coast | Sebastian Municipal Airport              |
| Eric Menger     | Treasure Coast | Vero Beach Municipal Airport             |

In addition, the following people were in attendance:

| <u>Name</u>      | <u>Representing</u>                  |
|------------------|--------------------------------------|
| Matthew J. Thys  | FAA Orlando Airports District Office |
| Bill Ashbaker    | FDOT Aviation Office                 |
| Chuck Arnold     | FDOT Aviation Office                 |
| Andy Keith       | FDOT Aviation Office                 |
| Wayne Chewning   | FDOT District 1                      |
| Terry Beacham    | FDOT District 1                      |
| Jeff Leopold     | FDOT District 1                      |
| Ann Tiller       | FDOT District 3                      |
| Jim Wikstrom     | FDOT District 5                      |
| Nicole Wolfrey   | FDOT District 5                      |
| Nelson Rhodes    | AOPA                                 |
| Harry Downing    | WSA                                  |
| Jack Thompson    | WSA                                  |
| Mike Thompson    | URS Corporation                      |
| Patrick Bienvenu | Airports USA                         |
| Jerry Harmon     | Gripflex Systems                     |
| Ray Wabler       | Southeast SATS Lab                   |
| Jeff Ryser       | R.W. Armstrong & Associates          |
| Brenda Tillmann  | R.W. Armstrong & Associates          |

2. **Approve Last Minutes** – Mr. Shirey made a motion to approve the minutes as presented; the motion passed by acclamation.

3. **Florida Aviation System Plan**

- Discussion of System Plan Update Process

The Executive Summary is now available. A distribution list is being developed and all airports will receive a sufficient quantity of the documents to forward to their local decision makers/stakeholders. Statewide Summary and Regional Perspective documents are in their final review and will be distributed when the final printing is complete. The CFASPP web site is currently being remodeled to ease navigation and showcase all FASP documents.

Mr. Keith told the committee that all CFASPP regions were polled during the meetings held in February to determine the preferred name for the documents currently referred to as “Airport Glossary.” Discussion was consistent among all regional committee indicating that the name “Airport Profile” was a more descriptive term for the documents. Therefore, the name of the documents has been changed to “Airport Profile.”

Mr. Keith prompted discussion from the committee regarding how to best implement the policies and strategies detailed in the FASP. He stated that the FASP was complete, but work should start now to integrate local/regional issues with the FASP, and improve the system.

Mr. Keith stated that updates to the System Plan should account for the dynamics of the industry to keep information fresh and vital. Mr. Keith indicated that there was currently an effort underway to update the Air Cargo and Aviation Economic Impact studies. He also noted that the Aviation Office is available to present a discussion on the FASP to local governmental or civic groups in support of airports’ efforts to educate their leaders on the benefits of aviation in the State.

- Discussion of Next Phase (Implementation/funding) of FASP 2025

Mr. Keith discussed three elements of FASP Implementation:

- Education and Awareness for both the general public and State/Local government
- Follow-on projects such as the Florida Community Airports and GA Security projects currently kicking off.
- Role of CFASPP Committees – Mr. Keith indicated that he was pressing for the regional CFASPP committees to take a more active role in the generation of their respective meeting agendas

Mr. Sheppard emphasized the importance of the CFASPP and applauded the efficiency of the system. Mr. Sheppard presented a resolution for consideration by the committee asking the FDOT to conduct a study related to the implementation and funding of the “FASP 2025.” The resolution also dictates that a draft scope of work for such a study be included as an agenda item in the next Statewide meeting to be held in July 2005 in conjunction with the annual Florida Airports Council Conference. After brief discussion, a motion was heard to approve the resolution; the motion passed by acclamation. **Action: the FDOT Aviation Office shall draft a scope of work for a study detailing the implementation and funding of the FASP 2025 for presentation at the next meeting of the CFASPP Statewide Steering Committee to be held on July 23, 2005.**

4. **Aviation Office Projects**

Florida Aviation Test Center – The Center will be used to evaluate new products, processes, and/or systems in an operational environment. Mr. Keith also discussed the setup of the new facility and the types of projects that may be evaluated there in the near future. He also indicated that the Center could be used as a clearinghouse for information on research projects conducted Statewide. Mr. Keith reminded the group that April 12, 2005 was “Aviation Day” at the Capitol, and that the Center would be open that day for an Open House. He encouraged all to attend. Mr. Keith assured that any aviation group promoting any aspect of aviation in the State was encouraged to use the conference room for meetings; scheduling requests should be routed to the Aviation Office.

Pavement Management – Mr. Keith discussed the concept and current progress of the project. He also discussed the categories that airports had been placed into with regards to levels of inspection responsibilities. Those categories are: FDOT inspect, FDOT assist, and Airport Self-Inspect. He asked any airport disagreeing with the category assigned to them to provide justification in writing to Mr. Vu Trinh for consideration. Mr. Keith stated that inspections should commence in the late summer and the first round should take 1 to 1 ½ years to complete. Mr. Keith indicated that while most of the work products from the project would be in the form of on-line documents, a printed pavement assessment document for each participating airport would be produced. He emphasized that the prime purpose of the project was to provide the airports with a tool to easily justify pavement enhancement projects with the FAA and FDOT.

Master Planning Process – Mr. Keith indicated that the project was just commencing, and should take 1 ½ to 2 years to complete. He added that an integral element of the project was the development of an “Interactive Airport Layout Plan” that would highlight a wealth of airport information in an on-line format. Mr. Keith stated that all the latest technologies for displaying airports, including the 3DAAP system, will be considered. He also noted that the FAA is on the project team with representatives from both the Orlando ADO and FAA Headquarters.

System of Airport Reporting (SOAR) – Mr. Keith noted that training in the new SOAR and its relationship to the JACIP had been conducted. He deferred further discussion on the subject to Mr. Thys during the FAA ADO Comments agenda item.

Mr. Shirey asked for an update on the status of the T-Hangar guidelines. Mr. Keith provided details of his latest interaction with State Fire Marshals

Mr. Ashbaker provided an update to the SIS policy allowing SIS funding of on-airport projects at SIS airports. He went on to explain some of the projects that are now eligible for funding.

5. **Regional Chairpersons Roundtable**

Study of A380 Impacts on Florida Airport System – Mr. Sheppard briefed the group on the A380. He discussed the potential uses of the aircraft and the airports that will be serving the aircraft. Mr. Sheppard presented a resolution for consideration by the committee requesting that the Aviation Office conduct a study on the A380 and its impact on the Florida system. Mr. White noted that Orlando Sanford was not mentioned directly in the resolution, but his airport was a logical choice for A380 charter operators. He asked that Orlando Sanford be included in the study. Mr. Cooley added that all airports with a potential for A380 operations be included in the State study. Mr. Menger stated that the adverse economic impact of A380 implementation on small, non-hub, or GA airports be considered. Mr. Mattingly suggested that the airports that would serve

the A380 should bear the cost of A380 implementation rather than draw from FDOT Aviation funds which would negatively impact funding at all airports. After completion of discussion, a motion was heard to approve the resolution as written; the motion passed by acclamation. **Action: the FDOT Aviation Office shall draft a scope of work for a study investigating the potential impact of introducing the new A380 aircraft on airports, passengers and cargo operations and activities in the Florida System of Airports for presentation at the next meeting of the CFASPP Statewide Steering Committee to be held on July 23, 2005.**

- The Chairs from each CFASPP Region provided an overview of current events in their respective regions.

6. **FDOT District Announcements** – No additional comments

7. **FAA ADO Comment/Presentations**

Mr. Thys discussed the new FAA requirements for entry of capital improvement projects into the JACIP and the training conducted in support of the SOAR. He noted that airports must identify the projects their entitlement funds will be applied to by May 1. He added that applications for funding must be based on bids and submitted by July for this year's projects. Mr. Thys also discussed the potential impact of reduced AIP funding. He closed by stating that special hurricane grants must be closed out by the end of the year.

8. **Old Business** – None

9. **Open Forum**

- Mr. Cooley discussed the Aviation Day activities and provided a legislative update. He also discussed FAC's trip to Washington, DC. Mr. Ashbaker praised FAC and their work with lobbyists and legislators.
- Mr. Duncan briefed the FAC participation in the State's Emergency Operations Center and hurricane preparedness.
- Mr. Jewsbury invited all interested to attend the FAC Facilities Committee annual meeting.
- Mr. Rhodes stated that AOPA is also lobbying Congress to maintain AIP funding levels.
- Mr. Wabler discussed the status of the Southeast SATS Lab and the next steps for the development of the SATS system.

10. **Time & Place Next Meeting** – Mr. Keith reminded the committee that the next meeting of the CFASPP Statewide Steering Committee will be held on July 23, 2005 at FAC Annual Conference

11. **Adjournment** – Hearing no further business for the committee to consider, Chair Sheppard adjourned the meeting at approximately 3:30 PM.