**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, February 28, 2019 at 4:00 p.m.**

**Airline Passenger Terminal – Board Room**

**Monthly Meeting**

**Highlights**

**Call To Order By the Chair** – Chair Bob Page called the meeting to order at 4:02 p.m.

**Invocation** – Jean Calderwood delivered the invocation.

**Pledge of Allegiance** – Mr. Page led the Pledge of Allegiance.

**Roll Call**

Authority Members Present: Bill Breeze, Jean Calderwood, Bill Conrad, Gerry Dedenbach, Grace Horvath, Peter Johnson, Bob Page and Randy Wright were present at roll call.

David Norton was absent.

**Determination of a Quorum**: A quorum was present at roll call.

City of Gainesville liaison Erik Bredfeldt was present.

**Approval of Monthly Meeting Highlights for January 24, 2019**

***Mrs. Calderwood moved approval of the Monthly Meeting Highlights for January 24, 2019. Mr. Dedenbach seconded the motion. Motion passed.***

**Citizens’ Input – Non-agenda Items:** None

**Airport Authority Input – Non-agenda Items:**

In response to a comment from Mr. Conrad, Mr. Penksa stated that the removal of a tree leaning on the chain link fence along the entrance road from 39th Avenue is among other maintenance items that need attention and will be accomplished shortly.

Mr. Page reported that previous GACRAA Boards invited a former Gainesville Area Chamber of Commerce president to serve as an ex-officio member of the Authority. He suggested that the Board might like to invite the current chamber president, Eric Godet, Sr., to serve in an ex-officio role. Mr. Conrad and Ms. Horvath both indicated their support of this suggestion. It was the consensus of the Board to invite Mr. Godet to serve on the Board in an ex-officio capacity.

**Adoption of Agenda**

***Mr. Breeze moved to adopt the agenda. Ms. Horvath seconded the motion. Motion passed.***

**Airport Business**

**Information Items:**

*Terminal Gate Area Expansion and Miscellaneous Improvements*

Mr. Penksa reported that staff met with the consultant on February 26, 2019 to review the 90% drawings. He noted that discussion centered on safety and phasing along with some other details. Mr. Penksa reported that work continues on the project’s first phase which is the installation of utilities. He explained that a sewer lift station has been installed in the open/staff parking area adjacent to the airline baggage claim delivery area.

*Buried Wildlife / Security Fence*

Mr. Penksa reported that the project was completed and inspected and the contractor is currently working on punch list items. The project cost finished below budget. Following completion of the punch list items, final payment will be arranged and the project will be closed out.

*RFP for Air Service Development Consultant to Perform GNV True Market / Leakage Study*

Mr. Penksa reported that the consultants are working on the GNV True Market / Leakage Study; they are pulling and organizing data within a 90-mile radius. Staff has informed the consultant that in addition to a presentation to the Board, a community presentation is also planned.

A brief discussion followed on ideas on where and when to hold the community meeting. It was the consensus of the Board to have the consultant present the study results at the April 18th Board meeting.

*Airport Parking Garage / Multi-Modal Facility*

Mr. Penksa reported that staff has prepared a Request for Qualifications for consultant services to prepare various alternatives, cost analysis and economic analyst for a multi-modal ground transportation / garage facility. He indicated that staff hopes to have the most qualified consultant team prepare three alternatives for Board review.

***Mrs. Calderwood moved to proceed with issuing the RFQ. Mr. Dedenbach seconded the motion. Motion passed.***

*April 2019 Board Meeting – Date Change*

***It was the consensus of the Board to meet on April 18, 2019 due to scheduling conflicts on April 25.***

*Other Items:*

Mr. Penksa reported that February was a busy month. TSA conducted inspections and there were a few inquiries regarding airport property available for development and/or lease.

Mr. Penksa reported that staff is awaiting a response from FAA on the Airport Layout Plan that was previously submitted for review and approval. He noted that having the ALP approved is the first step in moving forward with capital improvements.

Mr. Penksa reported that staff will soon advertise RFPs for On-Call Painting Services and for Engineering and Architectural Services for small projects under $100K.

Ms. Porter reminded the Board to save the afternoon of Sunday, March 3 for the inaugural American Airlines non-stop DFW-GNV arrival and departure. She stated that the celebratory event would begin at approximately 3:15 p.m. to welcome the 3:45 p.m. arrival of the flight from Dallas/Ft. Worth International Airport with a return flight leaving GNV at 4:10 p.m. She stated that the mayor and congressional representatives have indicated they will attend.

Mrs. Calderwood complimented the 39th Avenue airport entrance sign advertising the new DFW-GNV service.

Mr. Penksa reported that American Airlines is ecstatic about the level of advanced bookings for the non-stop DFW-GNV service. He noted that a second daily non-stop flight will begin in April.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of January, 2019. He noted that the Delta Air Lines’ A-320 aircraft, which began service in January, is taking on fuel at GNV. He reported that January had a record month for passenger traffic. He stated that with Delta’s A-320 service, the airline added 2000 seats in January and maintained a high load factor.

Mr. Conrad asked if staff has mentioned to Delta Air Lines that they need a higher level of service at their ticket counter. Mr. Penksa reported that he met with Delta’s station manager and regional manager on February 28 to discuss ticket counter staffing.

**Finance Report**

## CFO Matthew Lyons provided the Finance Report for the month ending January 31, 2019 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

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| --- | --- | --- | --- |
| **Revenue** | **Jan. 2019 Actuals** | **Jan. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $522,505.33 | $514,632.70 | $7,872.63 |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Jan. 2019 Actuals** | **Jan. 2019 Budget** | **Over / (Under)** |
| Total Expenses | $412,444.98 | $432,834.39 | ($20,389.41) |
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|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$110,060.35** | **$81,798.31** | **$28,262.04** |
| Interest (Capitalized and Expensed) | $19,181.82 | $20,181.82 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$90,878.53** | **$61,616.49** | **$29,262.04** |
|  |  |  |  |

***Mr. Dedenbach moved to accept the Finance Report. Mr. Johnson seconded the motion. Motion passed.***

**Consent for Sale of Airport Industrial Park Lot #6, Parcel # 08162-006-000 – Resolution 19-003**

Mr. Penksa explained that the City of Gainesville and GACRAA have an agreement regarding the Airport Industrial Park. He stated that the city built the infrastructure for the industrial park and, as the property owner, negotiates the sale of the lots. He noted that the proceeds of each sale belong to GACRAA and that the city will receive the ad valorem tax revenue for the developed property. Mr. Penksa reported that an appraisal was conducted and the sales price is consistent with the appraised value.

Mr. Bredfeldt reported that the buyer is currently reviewing the sales contract and when finalized, the item will be submitted to the City Commission.

Mr. Penksa stated that the city will provide indemnification for prior, documented contamination found on the property.

Mr. Dedenbach reported that his firm assisted the buyer in identifying a site in Alachua County and would abstain from the vote as he will be representing the buyer.

Mrs. Calderwood stated that she is thrilled with the sale and the future economic activity that will take place.

***Mrs. Calderwood moved to adopt Resolution 19-003 concurring with the sale of Lot # 6, Parcel*** ***# 08162-006-000, within the Airport Industrial Park by the City of Gainesville for developing and improving the Gainesville Regional Airport for the proposed purchase price of $296,000 for the 8.45-acre lot. Ms. Horvath seconded the motion.*** ***A roll-call vote followed: Mr. Conrad – aye, Mr. Dedenbach – abstain, Ms. Horvath- aye, Mr. Johnson – aye, Mr. Wright – aye, Mr. Breeze - aye, Mrs. Calderwood – aye, and Mr. Page – aye. Motion passed 7-0, with one abstention.***

Mr. Penksa reported that he will meet with representatives from the Gainesville Chamber of Commerce to discuss the possibility of establishing an Industrial Development District or Board to establish, build and maintain a new industrial park in the vicinity of the Airport.

**AECOM Task Order # 39 – Outbound Baggage System – Resolution 19-004**

Mr. Penksa reported that there are only two baggage conveyers to serve the airline counters and passengers are required to take their bags, after check-in and tagging, to TSA for screening. He stated that AECOM was previously selected to work on the airline terminal renovation. Mr. Penksa recommended approval of AECOM Task Order # 39. He noted that funding in the form of FAA and FDOT grants and PFC collections will be available for this project.

***Ms. Horvath moved to adopt Resolution 19-004 authorizing execution of AECOM Technical Services Task Order # 39, in the amount of $42,439 with for concept design services for the outbound baggage system project, including airline ticket office renovation/expansion. Mr. Johnson seconded the motion. A roll-call vote followed: Mr. Dedenbach – aye, Ms. Horvath- aye, Mr. Johnson – aye, Mr. Wright – aye, Mr. Breeze - aye, Mrs. Calderwood – aye, Mr. Conrad – aye, and Mr. Page – aye. Motion passed 8-0.***

**Tenant Reports**

University Air Center (UAC) General Manager, Debbie Frederick, reported that the previously announced detachment of nine T-45 training aircraft, that was planning a training exercise in February, was cancelled. She reported that 31 new students joined the flight school in January/February and that 17 are on the commercial pilot track.

Dr. Lukowski reported that UAC will provide air-ambulance service for Mayo Clinic in Jacksonville.

**Other:** Mr. Penksa stated that an FDOT Economic Study that is currently underway indicates that GNV has a $374 million economic impact on the community. He stated that staff will distribute the study to the Board when it is completed.

**Attendance – No Issues**

**Airport Authority Input**

Mr. Dedenbach stated that he met individually with each county commissioner and that they would like to receive a presentation from the airport on recent projects.

**Adjournment**

At 5:05 p.m., there being no further business, the meeting was adjourned.

**GACRAA Monthly Meeting**

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Chair Date

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Secretary/Treasurer Date