**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, March 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 4:01 p.m.

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

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

**Roll Call**

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

Bill Breeze and David Norton were absent.

Gerry Dedenbach and Peter Johnson arrived after roll call.

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

City of Gainesville liaison Erik Bredfeldt was present. Ex-officio member Eric Godet, Sr., president of the Gainesville Area Chamber of Commerce, was present.

**Approval of Monthly Meeting Highlights for February 28 2019**

***Ms. Horvath moved approval of the Monthly Meeting Highlights for February 28, 2019. Mr. Wright seconded the motion. Motion passed.***

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

**Airport Authority Input – Non-agenda Items:** None

**Adoption of Agenda**

***Mrs. Calderwood 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 March 21, 2019 to continue to fine-tune the 90+% drawings that a fast approaching 100% completion. Mr. Penksa reported that discussion centered on CCTV, access controls, fiber optic cable along with proposed plans for the contractor’s staging and phasing. He reported Phase I of the project, installation of water and sewer utilities, continues; the contractor installed a sewer lift station and is finishing up on electrical and pump installation. He noted that the next phase of the project is expected to be bid in late April / early May.

In response to a question from Chair Page, Mr. Penksa reported that it is anticipated that the next phase of the terminal expansion would be completed in the fall of 2021 if all requested funding is received from FAA.

In response to a question from Mrs. Calderwood, Mr. Penksa stated the CCTV cameras and associated computers and storage devices are continually upgraded.

*Buried Wildlife / Security Fence*

Mr. Penksa reported that the punch list is complete and final payment has been made to the contractor.

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

Mr. Penksa reported that staff held a teleconference with the consultant during the week of March 18th. He stated that staff is planning to hold a Special Meeting of the Board to receive a presentation of the consultant findings of the True Market/Leakage study that is currently underway.

Mr. Penksa noted that there was a consensus to have the consultant present the study results at the April 18th Board meeting, however there is a scheduling conflict. He indicated that based on Board member availability, the new date for the Special Board Meeting is anticipated on May 1 with a community presentation to occur on May 2. A general discussion on preferences for the time and place of the community meeting followed. It was the general consensus of the Board to schedule the Special Board Meeting at 10:30 a.m. on May 1 and the public presentation at 10:30 a.m. on May 2.

*Other Items:*

*Florida Department of Environmental Protection / Underground Storage Tanks*

Mr. Penksa reported that FDEP is planning to evaluate the status of 3 underground storage tank sites that were closed in the late 1980s/early 1990s. He stated that one tank site was located near the new car wash facility and that the two other sites are on the GA side of the airport; one is near the WWII hangar and the other is near the Air Methods hangar. Both sites were operated by Kenn Air Aviation. Mr. Penksa noted that staff does not expect any significant issues.

*Gator Fly-in*

Mr. Penksa praised University Air Center staff for the success of the Gator Fly-in and Armed Services Appreciation Day event held on the UAC ramp on March 23rd.

Ms. Pam Landis, University Air Center, reported on the event activities. She noted that approximately 4,800 people attended and enjoyed the aircraft and classic cars that were on display as well as the food and merchandise vendors and music.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of February, 2019. While reviewing the Load Factor for the new American Airlines non-stop flights to Dallas-Ft. Worth, he explained that although the aircraft is configured with 44 seats, AA is capping the flight at 40 passengers due to weight and fuel load for the distance to DFW.

Mr. Dedenbach pointed out that the GNV-DFW flights, with a 40-passenger cap, flew at 95% capacity during the reported time frame, March 3 through 24.

In response to a question from Mr. Johnson, Mr. Penksa reported that staff is working with the city to determine what type of pervious material can be utilized for the installation of a temporary parking lot.

In response to a question from Mr. Conrad, Mr. Penksa reported that a request for statements of qualifications for a multi-modal transportation and parking facility is currently underway and that funding for the project still needs to be determined. He cautioned about over reliance on borrowing funds for the project due to the variability of the airline industry and economy.

**Finance Report**

## CFO Matthew Lyons provided the Finance Report for the month ending February 28, 2019 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **Feb. 2019 Actuals** | **Feb. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $554,081.09  | $523,733.95  | $30,347.14  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Feb. 2019 Actuals** | **Feb. 2019 Budget** | **Over / (Under)** |
| Total Expenses | $384,063.04 | $404,981.64 | ($20,918.60) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$170,018.05** | **$118,752.31** | **$51,265.74**  |
| Interest (Capitalized and Expensed) | $17,327.47 | $18,327.47 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$152,690.58** | **$100,424.84** | **$52,265.74** |
|  |  |  |  |

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

*Lease Renewal Building GA-22 – Air Methods Corp. – Resolution 19-005*

Mr. Penksa reported that Air Methods Corp. is the largest medical transport helicopter maintenance company in the U.S. He stated that Air Methods Corp. has been a very good tenant for several years and that staff recommends renewal of the lease for eight years with an additional two years at GACRAA’s discretion. He noted that the hangar occupied by Air Methods Corp. is among the hangars that are included in the scope of work for the General Aviation Hangars Rehabilitation and Improvement Project.

***Ms. Horvath moved to adopt Resolution 19-005 authorizing execution of Amendment Number 1 to a Lease Agreement at Gainesville Regional Airport with Air Methods Corporation. Mr. Conrad seconded the motion. A roll-call vote followed: Ms. Horvath - aye, Mr. Johnson – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Conrad – aye, Mr. Dedenbach – aye and Mr. Page – aye. Motion passed 7-0.***

*FDOT Joint Participation Agreement # 445446-1-94-01 Emergency Back-up Generator for Fuel Farm – Resolution 19-006*

Mr. Penksa reported that this grant offer will fund 50% of the cost of an emergency back-up generator for the fuel farm. The total budget for the project is $25,000. He indicated that the unit will be equipped with a manual switch in lieu of an automatic switch.

***Mr. Dedenbach moved to adopt Resolution 19-006 accepting Joint participation agreement #*** ***445446-1-94-01 in the amount of $12,500 for the purchase and installation of an emergency back-up generator at the Fuel Farm at Gainesville Regional Airport. Mr. Conrad seconded the motion. A roll-call vote followed: Mr. Johnson – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Ms. Horvath - aye and Mr. Page – aye. Motion passed 7-0.***

**Tenant Reports**

University Air Center (UAC) General Manager, Debbie Frederick, reported that UAC hosted a dinner for the Alachua County Medical Society on March 20, 2019. She noted that the theme of the meeting was Aviation and Medicine. Ms. Frederick reported that an International Standard for Business Aircraft Operations annual safety audit was conducted on March 25-26. She reported that the audit indicated that UAC is 100% compliant with IS-BAO standards for safety and professionalism.

**Other**

**Attendance – No Issues**

**Airport Authority Input** - Mr. Page welcomed Mr. Godet as ex-officio member of the GACRAA Board.

**Adjournment**

At 5:02 p.m., there being no further business, the meeting was adjourned.

**GACRAA Monthly Meeting**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary/Treasurer Date