**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, April 18, 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 4:04 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, Gerry Dedenbach, Grace Horvath, David Norton, Bob Page and Randy Wright were present at roll call.

Bill Breeze and Peter Johnson were absent.

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

Ex-officio member Eric Godet, Sr., president of the Gainesville Area Chamber of Commerce, was present. City of Gainesville liaison Erik Bredfeldt arrived at 4:16 p.m.

**Approval of Monthly Meeting Highlights for March 28, 2019**

***Ms. Horvath moved approval of the Monthly Meeting Highlights for March 28, 2019. Mrs. Calderwood 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 consultants for a final time on April 12, 2019 before completion of the 100% drawings for phase 2 of this project. He stated that plans are being sent to the City of Gainesville, St. Johns River Water Management District and the FAA for review. The bid advertising is scheduled for publication on April 28, 2019. He noted that a non-mandatory pre-bid meeting is scheduled for May 16, 2019 and the bid deadline date is tentatively scheduled for June 13, 2019. Mr. Penksa stated that bids are anticipated to be considered by the Board at its June meeting along with a tentative FAA Grant application. It is anticipated that a grant award will be offered by the FAA in August/September. He noted that the grant would also need approval by the Gainesville City Commission.

Mr. Penksa reported that a $10 million request for funding was submitted to the FAA under a separate FAA supplemental program that was established in late for 2018 for smaller airports. As of this date, grant awards have not been announced.

Mr. Penksa reported that work on the first phase of the project, installation of sewer and water lines, is currently on-hold pending evaluation of new drawings for a connection point for the terminal; GRU has approved the drawings and the contractor will submit the construction cost for the design change.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that staff met with the consultant on April 16, 2019. He stated that the consultant suggested consolidating electrical panels in some of the buildings; this work will be added as a bid alternate. Mr. Penksa stated that the current electrical panels are not a code issue.

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

Mr. Penksa reported that staff had a telephone conference with the consultant on April 18, 2019. He stated that they reviewed presentation slides and staff was introduced to an interactive tool that provides travel information on a zip code basis.

Mr. Penksa confirmed that a special Board meeting to receive the True Market / Leakage Study presentation is scheduled for May 1, 2019 at 10:30 a.m. in the Board Room. He stated that a presentation of the data for the community is scheduled for May 2, 2019 at 10:30 a.m. at the FDOT Materials facility.

*Multi-modal Transportation Facility*

Mr. Penksa reported that a Request for Qualifications was issued to consultants for design experience for the Multi-modal Transportation Facility. He reported that four firms responded and the qualifications are under review by staff. Mr. Penksa stated that a recommendation will be presented to the Facilities and Planning Committee prior to the next Board meeting.

Mr. Penksa stated that he met with city staff to discuss the feasibility and permitting aspect of installing a temporary parking lot. He noted that passenger parking has not yet been a problem, but staff is considering plans to move employee and rental car parking to other areas if passenger parking demand exceeds existing capacity.

*TSA Pre-Check Mobile Application Unit*

Ms. Porter reported that a mobile TSA Pre-Check application unit will be at GNV during the week of April 22 – 26. She stated that community response has been great and that the mobile unit will be back at GNV for 3 weeks in late September / early October. She stated that all 500 appointments were quickly reserved.

Mr. Penksa noted that he is working with TSA to get more employees assigned for the TSA Pre-Check passenger screening lane. He stated that the Pre-Check lane is typically open only for the early morning flights.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of March, 2019.

Mr. Penksa reviewed the impact of the new American Airlines non-stop service to DFW. He noted that this new service did not appear to siphon any traffic from Delta Air Lines.

Mr. Penksa reported that staff will meet with American Airlines at the JumpStart® Air Service Development Conference in June; staff plans to pursue larger aircraft for the DFW route, i.e. E-175, and non-stop service to either Chicago or Washington, DC (DCA).

**Finance Report**

## CFO Matthew Lyons provided the Finance Report for the month ending March 30, 2019 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

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| --- | --- | --- | --- |
| **Revenue** | **Mar. 2019 Actuals** | **Mar. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $620,014.49  | $553,298.95  | $66,715.54  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Mar. 2019 Actuals** | **Mar. 2019 Budget** | **Over / (Under)** |
| Total Expenses | $430,105.79 | $444,600.16 | ($14,494.37) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$189,908.70** | **$108,698.79** | **$81,209.91**  |
| Interest (Capitalized and Expensed) | $19,182.32 | $20,182.32 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$170,726.38** | **$88,516.47** | **$82,209.91** |
|  |  |  |  |

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

Mr. Penksa reported that staff would like to review various fee increases for consideration by the Finance, Audit and Operations Committee during the planning process for the FY2019-2020 budget.

**Tenant Reports**

University Air Center (UAC) General Manager, Debbie Frederick, reported that UAC acquired a Piper Aztec twin engine aircraft for the flight school. She reported that UAC needs a 2nd piston flight crew for the flight school aircraft. She reported that the FL Department of Revenue completed a 3-year sale tax audit in the past month.

**Attendance - GACRAA Member Absences from Monthly Meetings**

## Mr. Penksa reported that GACRAA Member David Norton has been absent from three consecutive previous meetings; in a letter, Dr. Norton appealed to the Board for approval of his absences which were unavoidable due to his position and responsibilities at the University of Florida.

***Mr. Wright moved to approve Dr. Norton’s absences from the three consecutive previous monthly meetings. Ms. Horvath seconded the motion. Motion passed.***

**Airport Authority Input**

**Adjournment**

At 4:56 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