**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, May 23, 2019 at 4:00 p.m.**

**Airline Passenger Terminal – Board Room**

**Monthly Meeting**

**Highlights**

**Call To Order By the Chair** – Vice-Chair Grace Horvath called the meeting to order at 4:15 p.m.

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

**Pledge of Allegiance** – Ms. Horvath led the Pledge of Allegiance.

**Moment of Silence**

Ms. Horvath called for a Moment of Silence to remember two former GACRAA Board members:

GACRAA Member **William R. Breeze** passed away on April 10, 2019. He was appointed to the Board by the Gainesville City Commission on July 20, 2017. Mr. Breeze served two previous terms on the Board, 8/1/06 – 7/31/09 and 8/1/09 – 7/31/12.

Former GACRAA Member **James L. Stringfellow, Sr.** passed away on April 29, 2019. Mr. Stringfellow served as Board Chair from September 2004 to September 2006. In addition to his most recent two terms that ended in November 2008, Mr. Stringfellow served on the City’s Airport Advisory Board in the 1970s and 1980s.

**Roll Call**

Authority Members Present: Jean Calderwood, Bill Conrad, Grace Horvath, and David Norton were present at roll call.

Gerry Dedenbach, Peter Johnson, Robert Page and Randy Wright were absent.

**Determination of a Quorum**: A quorum was not present at roll call. The four Board members present agreed to hear the information items and to meet on May 29, 2019 at 9:00 a.m. to consider the items that require Board action. A Strategic Planning Session had already been scheduled on May 29, 2019 at 9:00 a.m. The Strategic Planning Session will begin immediately following the brief Board meeting.

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

**Approval of Monthly Meeting Highlights for April 18, 2019 and May 1, 2019**

Due to lack of quorum, this item was not considered for a vote.

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

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

**Adoption of Agenda**

Due to lack of quorum, this item was not considered for a vote.

**Airport Business**

**Information Items:**

*Terminal Gate Area Expansion and Miscellaneous Improvements*

Mr. Penksa reported that a non-mandatory pre-bid meeting was held on May 16, 2019. He stated that 18 firms attended the meeting and many toured the project area. He noted that interested parties who did not attend the pre-bid meeting may make arrangements to tour the project area. Mr. Penksa stated that the bid due date is June 13 and staff anticipates receiving competitive bids for the project.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that the bid ad was published on May 10, 2019 and the bid opening is scheduled for June 7, 2019. He indicated that staff will endeavor to have the results available for consideration by the Board at the June 27 Board meeting. Mr. Penksa indicated that this project has a wide variety of bid items for the 9 GA buildings included in the scope of work. He stated that a meeting of the Facilities & Planning Committee will be scheduled to prioritize the work to be accomplished.

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

Mr. Penksa recalled that the consultant presented the study report to the Board on May 1, 2019 and to the community on May 2, 2019.

In response to a question from Mr. Conrad regarding the Gainesville Area Chamber of Commerce and their plan to conduct a leakage study, Mr. Godet reported that the Chamber did not conduct a study and that the data received from the GACRAA study is very helpful.

Mrs. Calderwood stated that she was very impressed with the turnout for the community presentation on May 2nd at the FDOT facility. She indicated that she recognized members from the Chamber, other entities, the press and the public at the event and commended staff for organizing the event.

Mr. Penksa cautioned that individuals who read the study need to understand the data and the perception of catchment areas; he noted that Orlando International Airport considers its catchment area to be a 2-hour drive from MCO. He noted that it is interesting to learn that many residents in Lake City drive to MCO for flights, bypassing GNV and not utilizing JAX.

Mr. Penksa reported that the data would be utilized in guiding conversations with airlines at the JumpStart® Air Service Development Conference in Nashville; he stated that Erin Porter will attend and that she and consultant Martin Kammerman will meet with airlines.

Ms. Porter reported that she has appointments to meet with the following airlines at JumpStart: Republic Airline, which operates regional service for American Eagle, Delta Connection, and United Express, Allegiant Air and Swoop Airline, a Canadian ultra-low-cost carrier owned by WestJet Airline. She explained that United Airlines is not planning to send representatives to the conference. Ms. Porter stated that she will meet with Delta Air Lines to show how well GNV-DFW service has performed, to lobby for GNV-DCA service and to ask for a continuation of A-320 service. She stated that at her appointment with American Airlines, she will review GNV-DFW service performance and ask for larger aircraft on the route. In addition, with American Airlines, Ms. Porter stated she will make a case for GNV-DCA, GNV-ORD or service to New York City.

*Multi-modal Transportation Facility*

Mr. Penksa reported that EDA has completed survey work in the area that would be utilized as a temporary parking lot. He stated that a pre-design meeting will be held in the next few days; he indicated that staff hopes to complete the permit process by October of 2019. He noted that employee parking has been moved out of the overflow lot and that in the past week, a gambling charter added to a surge in parking demand. He stated that all parking customers were accommodated as staff is managing the parking situation with a written plan.

*Strategic Planning Session*

Staff distributed a draft copy of staff’s Strategic Planning document. Mr. Penksa reiterated that the Strategic Planning Session is scheduled to take place on May 29th. He stated that the session will be led by consultants from the firm Kimley-Horn which performs work for FDOT and other airports. Mr. Penksa stated that the handout is a draft and is intended to be used as a starting point for the strategic planning process.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of April, 2019. He reported that GA activity and GA fuel sales are up over April of 2018. He reported that GNV-DFW service did not negatively impact American Airlines traffic to CLT nor Delta Air Lines traffic to ATL.

**Finance Report**

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

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| --- | --- | --- | --- |
| **Revenue** | **Apr. 2019 Actuals** | **Apr. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $639,929.79  | $574,014.85  | $65,914.94  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Apr. 2019 Actuals** | **Apr. 2019 Budget** | **Over / (Under)** |
| Total Expenses | $413,175.57 | $431,545.54 | ($18,369.97) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$226,754.22** | **$142,469.31** | **$84,284.91**  |
| Interest (Capitalized and Expensed) | $15,977.01 | $16,977.01 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$210,777.21** | **$125,492.30** | **$85,284.91** |
|  |  |  |  |

Due to lack of quorum, this item was not considered for a vote.

**Finance, Audit and Operations Committee Report**

Mr. Penksa reported that the Finance and Operations Committee met and received the FY2017-2018 Audit Report from Purvis Gray & Company.He introducedauditor Barbara Boyd who reported that the accounting firm competed the FY2017-2018 Audit and provided an unmodified opinion on the financial statements meaning that this opinion is the highest level of assurance that the auditing team can give to GACRAA. She stated that there were no significant deficiencies or material weaknesses to report. Ms. Boyd reported that all internal controls were in compliance with state and federal grant requirements.

Ms. Horvath complimented staff on the unmodified opinion. Mr. Penksa recognized Matthew Lyons, Lynn Noffsinger, Tricia Williams and Randy Graetz for their accounting work.

**Facilities and Planning Committee Report**

Ms. Horvath noted that Board would be unable to vote today on the two resolutions that were considered by the Facilities and Planning Committee and recommended for approval by the Board.

Mr. Penksa reported that Resolution 19-007 is a contract award for interior and exterior on-call painting services. He stated that the proposals were ranked on bid prices, such as hourly labor rates, and qualifications. He recommended awarding a contract to highest ranked firm, Natural Elements Painting & Repair, LLC, Gainesville, FL. He noted that the Facilities & Planning Committee agreed with this recommendation.

Mr. Conrad stated that the committee also recommends that if a contract cannon be negotiated with Natural Elements, Mr. Penksa would be authorized to negotiate with the second top ranked firm. Mrs. Calderwood and Ms. Horvath agreed with Mr. Conrad’s comment.

Mr. Penksa reported that Resolution 19-008 is a consultant selection for multi-modal transportation facility that will include airline passenger parking. He stated that four firms responded to Request for Qualifications # 19-004; he noted that all four were qualified to do the job and staff ranked the firms based on qualifications, references and experience. The consultant would be expected to provide a concept study and financial analysis for the facility for a negotiated price for services. Mr. Penksa reported that TranSystems is the top-ranked firm; he noted that if negotiation with TranSystems falls through, staff will then negotiate with the second ranked firm.

Ms. Horvath stated that the two resolutions will be on the agenda for the May 29 Board meeting.

**Tenant Reports**

University Air Center (UAC) General Manager, Debbie Frederick, reported that a site visit is scheduled on May 29 for the federal government to certify UAC as a Student and Exchange Visitor Information System (SEVIS) educational facility for admitting international nonimmigrant students for flight training. She noted that an Egyptian helicopter operator will be sending students to UAC for flight training.

Ms. Frederick reported that the Mayo Clinic (Jacksonville) and UAC are expanding their agreement to increase the annual flights provided by UAC from 1,500 to 1,800.

**Airport Authority Input**

In response to a question from Mrs. Calderwood, Mr. Penksa reported that he spoke with the real estate agent representing the East Gainesville Development Partners about GACRAA’s interests in purchasing approximately 100 acres of land adjacent to the airport’s property on the west side of Waldo Road. He indicated that they discussed the property owner’s goals and GACRAA’s desire to own the land under the approach and departure surface for Runway 11-29. He indicated that it was a good opening discussion.

**Adjournment**

At 5:15 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