**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, August 22, 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.

**GACRAA Board Appointments**

Mr. Page announced the following appointments:

The Gainesville City Commission appointed Mr. Craig Carter to three-year term ending July 31, 2022.

The Gainesville City Commission reappointed Ms. Grace Horvath and Dr. David Norton to three-year terms ending July 31, 2022.

The Gainesville City Commission appointed Mr. Kinnon Thomas to a partial term ending July 31, 2020, replacing Mr. William Breeze.

**Roll Call**

Authority Members Present: Jean Calderwood, Craig Carter, Bill Conrad, Gerry Dedenbach, Grace Horvath, Bob Page, Kinnon Thomas and Randy Wright were present at roll call.

David Norton arrived shortly after roll call.

**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 was also present.

**Recognition of Outgoing Member – Peter L. Johnson**

Mr. Page presented a plaque to Peter L. Johnson in recognition of his service on the GACRAA Board from August 4, 2016 through July 31, 2019.

**Approval of Meeting Highlights of July 25, 2019**

***Mr. Thomas moved to approve the GACRAA meeting highlights of July 25, 2019. Mr. Dedenbach seconded the motion. Motion passed.***

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

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

**Adoption of Agenda**

***Mr. Thomas moved to approve adoption of the agenda. Mr. Dedenbach seconded the motion. Motion passed.***

**Airport Business**

**Information Items:**

*Terminal Gate Area Expansion and Miscellaneous Improvements*

Mr. Penksa reported that staff has been in contact with the FAA regarding the AIP Grant Application for funding Phase II of the Terminal Expansion and Improvements Project. A grant is expected to be issued very soon, however the amount of discretionary funding that will be provided by the FAA has not yet been determined. In regard to Phase I of the project, Mr. Penksa reported that all waterline connections from Waldo Road to the terminal are complete and the line has been flushed. He stated that the final sewer connections are underway and the lift station is expected to be connected next week. Mr. Penksa stated that electrical conduit installation and landscaping replacement will soon be underway. He indicated that work is expected to be completed by mid-September, weather permitting.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that bids were opened on August 13, 2019 as scheduled. He noted that the project includes work on nine hangars. He indicated that there are many line items and alternates included in the scope of work for this project and the consultant is tabulating and evaluating the bids. He stated that a recommendation will be provided to the Board for consideration at its September meeting.

*Multi-modal Transportation Facility*

Mr. Penksa reported a scope of work and fee proposal has been negotiated and is provided to the Board for consideration at today’s meeting.

*New Boarding Ramp*

Mr. Penksa reported that a new aircraft boarding ramp was purchased for loading of CRJ aircraft; staff is in the process of training airline supervisors on the use of the equipment and is arranging to execute agreements with the airlines for the use of the equipment. He noted that the ramp will be utilized when passenger boarding bridge # 1 is not available for use due to construction of the terminal expansion gate area.

*Apron Re-marking*

Mr. Penksa reported that the apron area has been re-marked to accommodate the use of larger aircraft, such as the A-320 and possibly the A-220 by Delta Air Lines.

*Additional Cell Phone Lot*

Mr. Penksa reported that an additional cell phone lot has been established and installation of wayfinding signage is underway.

*TSA Pre-Check Mobile Unit*

Ms. Porter reported that a TSA Pre-Check Mobile Unit will be on-site for four weeks beginning September 23, 2019. She stated that 260 appointments have already been reserved.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of July, 2019. He stated that July was a great month for all facets of aviation. Mr. Penksa reported that staff will schedule a meeting of the Business Development & Marketing Committee to review the FY2020 marketing plan. He stated that the bus wrap has been updated to support GNV-MIA service which is lagging in passenger traffic compared to GNV-CLT, GNV-DFW and GNV-ATL.

In response to a question from Dr. Norton, Mr. Penksa stated that it is unknown if GNV-MIA usage is negatively impacted by the introduction of GNV-DFW service but it is assumed there is some effect.

In response to a question from Mr. Page, Mr. Penksa reported that American Airlines has not announced an upgauge in aircraft for the GNV-DFW service to overcome weight issues on the smaller regional jets currently utilized for this route.

**Finance Report**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **July 2019 Actuals** | **July 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $639,449.33  | $535,508.65  | $103,940.68  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **July 2019 Actuals** | **July 2019 Budget** | **Over / (Under)** |
| Total Expenses | $420,629.67 | $444,379.38 | ($23,749.71) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$218,819.66** | **$91,129.27** | **$127,690.39**  |
| Interest (Capitalized and Expensed) | $15,041.89 | $16,041.89 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$203,777.77** | **$75,087.38** | **$128,690.39** |
|  |  |  |  |

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

**Facilities and Planning Committee Report**

Mr. Penksa reported that the Facilities and Planning Committee met and recommends approval of the following two items on the agenda, Resolutions 19-018 and 19-019.

Mr. Penksa reported that four firms responded to a Request for Qualifications to perform construction engineering and inspection services for the Terminal Expansion Phase II Project. He stated that the evaluation committee ranked Michael Baker International, Inc. as the best qualified firm to perform the services. He reported that the inspector nominated by the firm worked as an inspector on the ARFF project and staff is familiar with his work. Mr. Penksa reported that an agreement will be negotiated and provided to the Board for consideration at the September meeting.

Mr. Penksa distributed aerial photos illustrating the proposed location for a temporary parking lot. He noted that cost of establishing a temporary parking lot will approach the cost of a permanent lot due to the permitting requirements. He indicated that the temporary lot is needed now to supplement existing parking and will be utilized when the former employee lot, which is now utilized as a long-term parking lot, is potentially displaced by construction of a multi-modal facility.

Mr. Dedenbach, chair of the committee, reported that the committee recommends adopting Resolutions 19-018 and 19-019. He noted that staff will work with city staff to expedite the temporary parking lot.

**Request for Qualifications # 19-007 – Construction Engineering & Inspection Services – Commercial Terminal Expansion & Improvements – Phase II – Resolution 19-018**

***Mr. Dedenbach moved to adopt Resolution 19-018 authorizing negotiation of an agreement for construction engineering and inspection services with Michael Baker International, Inc. for the Commercial Terminal Expansion and Improvements Project – Phase II project. Mr. Thomas seconded the motion.***

Mr. Conrad asked to amend the motion to move to the second-best ranked firm if negotiations with Michael Baker International, Inc. do not result in an acceptable agreement. Mr. Dedenbach accepted the amendment.

***A roll call vote followed: Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Ms. Horvath – aye, Dr. Norton – aye, Mr. Thomas – aye, Mr. Wright – aye and Mr. Page – aye. Motion passed 9-0.***

**TranSystems Corp. Consulting Agreement and Task Orders – Multi-modal Transportation Facility – Resolution 19-019**

***Mr. Dedenbach moved to adopt Resolution 19-019 authorizing execution of a consulting agreement with TranSystems, Inc. and approving the scope of work for architectural, engineering and planning services associated with the multi-modal transportation facility. Mr. Thomas seconded the motion. A roll call vote followed: Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Ms. Horvath – aye, Dr. Norton – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye and Mr. Page – aye. Motion passed 9-0.***

**Governance and Nominating Committee Report**

Mr. Page reported that the Governance and Nominating Committee met earlier in the week. He stated that the committee recommends the following slate of candidates for GACRAA officers:

|  |  |  |
| --- | --- | --- |
| Chair: |  | Grace Horvath |
| Vice-Chair: |  | David Norton |
| Secretary/Treasurer: |  | Gerry Dedenbach |

Mr. Penksa reported that the Board votes at its September meeting. He stated that nominations from the floor can be made by other members of the Board at the September meeting.

Mr. Page mentioned that the committee consider the length of time and history of Board members when making its nominations.

**Tenant Reports:** University Air Center General Manager Ms. Debbie Frederick reported that a U.S. Navy detachment is anticipated to visit GNV in October. She stated that UAC has invested over $35,000 in capital projects on its premises. She noted that projects include the installation of a huge fan in the Mustang hangar, refurbishment of a set of air stairs and application of epoxy to the interior of the self-fueling tank. She mentioned that some work has also been completed to refresh landscaping. Ms. Frederick reported that UAC performs over 1500 medical missions per year, including the daily LifeSouth flights.

**Airport Authority Input**

Mrs. Calderwood thanked staff for providing information on the investment of funds following the July 10, 2019 Finance, Audit and Operations Committee meeting.

Mr. Carter stated that he would like to serve on the Facilities and Planning Committee.

**Adjournment**

At 4:39 p.m., there being no further business Mr. Thomas moved to adjourn. Mr. Dedenbach seconded the motion.

**GACRAA Monthly Meeting**

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

Chair Date

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

Vice-chair Date