**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, September 26, 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 4:03 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, Gerry Dedenbach, Bob Page, Kinnon Thomas and Randy Wright were present at roll call.

Bill Conrad arrived shortly after roll call.

Craig Carter, Grace Horvath and David Norton 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 absent. City of Gainesville liaison Erik Bredfeldt was absent.

**Approval of Meeting Highlights of August 22, 2019**

***Mrs. Calderwood moved to approve the GACRAA meeting highlights of August 22, 2019. Mr. Thomas 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**

**FAA AIP Grant # 3-12-0028-042-2019 Acceptance – Resolution 19-020**

Mr. Penksa stated that the FAA is anxious for GACRAA to accept and return an executed copy of the grant offer provided on September 23, 2019; therefore, he requested that this item be moved to the beginning of the agenda.

Mr. Penksa reported that Resolution 19-020 is for the acceptance of an estimated $12,163,252 ($10,246,646 in FY 2019 and $1,916,606 planned for FY2020) representing approximately 76.7% of anticipated project costs of the Terminal Renovation and Improvements Project – Phase II. He noted that while the total anticipated cost of the project is estimated to be approximately $15,957,488, approximately $3,794,236, will be funded from FAA approved PFC # 4 collections and FDOT grant funds and that approximately $107,000 of non-federal eligible expenses will be paid from GACRAA funds

***Mr. Thomas moved to adopt Resolution 19-020 accepting an Airport Improvement Program grant offer, AIP Grant No.*** ***3-12-0028-042-2019, from the Department of Transportation, Federal Aviation Administration. Mr. Wright seconded the motion. A roll-call vote followed: Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye and Mr. Page – aye. Motion passed 6 -0.***

**Information Items:**

*Terminal Gate Area Expansion and Miscellaneous Improvements*

Mr. Penksa reported that all Terminal Expansion Phase I underground utilities have been installed. He stated that the new lift station is functional and that the contractor is finishing landscaping, sodding and clean-up work. Mr. Penksa stated that a final inspection will be scheduled.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that bids were opened and evaluated and a recommendation for awarding work items is to be considered at today’s meeting, Resolution 19-025.

*Multi-modal Transportation Facility*

Mr. Penksa reported that a kick-off meeting was held today with the consultant, TranSystems. He noted that the consultant will collect data from staff and other stakeholders, such as rental car and ground transportation operators and will prepare recommendations regarding facility sizing and feasibility, site selection and a 10% design concept.

*Interim Surface Parking Lot*

Mr. Penksa recalled that staff is working with a consultant to construct an interim parking lot to meet immediate parking needs. He reported that a storm water permit application has been submitted to the SJRWMD. He stated that a permit application was submitted to the City of Gainesville and staff looks forward to receiving initial comments from city staff next week.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of August, 2019. He stated that August was a good month in terms of airline activity for both passenger traffic and fuel flowage.

**Finance Report**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **Aug. 2019 Actuals** | **Aug. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $617,354.06 | $522,431.65 | $94,922.41 |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Aug. 2019 Actuals** | **Aug. 2019 Budget** | **Over / (Under)** |
| Total Expenses | $431,133.95 | $438,222.53 | ($7,088.58) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$186,220.11** | **$84,209.12** | **$102,010.99** |
| Interest (Capitalized and Expensed) | $15,041.89 | $16,041.89 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$171,178.22** | **$68,167.23** | **$103,010.99** |
|  |  |  |  |

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

**Business Development and Marketing Committee Report**

Mr. Penksa reported that the committee met and received a presentation from Dr. Dan Windels from the University of Florida. He stated that Dr. Windels’ class of senior Immersive Marketing students gathered data and produced a marketing campaign aimed at increasing the usage of GNV by the UF community. Mr. Penksa stated that the campaign created by the students emphasized a “Fly Easy” theme which was embraced by the committee and staff.

Mr. Penksa reported that the committee reviewed the proposed marketing plan created by staff for FY2019-2020. He stated that the proposed budget is $160,890 and the committee was in favor of the spending on a variety of media outlets. He indicated that staff would review creatives with the committee prior to their implementation.

**Finance, Audit and Operations Committee Report**

Mr. Penksa reported that the Finance, Audit and Operations Committee met and recommends adoption of the proposed FY2019-2020 Budget. Copies of the proposed FY2019-2020 budget were distributed to the Board.

Ms. Lynn Noffsinger reviewed the revenue assumptions associated with the proposed budget. She stated that the proposed revenue budgeted is $6,844,643 which 6% over revenue budgeted in FY2018-2019.

Ms. Noffsinger reported that the revenue budget is conservative noting that budgeted airline related fee revenue is reduced by 5% from the estimated FY2018-2019 ending with no changes in the rates charged to airlines.

Ms. Noffsinger reported that no rate increases were applied to General Aviation storage fees, however FBO rent is increased consistent with the FBO Agreement with University Air Center.

Ms. Noffsinger reported that rental car concession agreements are currently being renewed for the standard five-year term. She anticipated an increase in rental car minimum annual guarantee (MAG) amounts offered by the operators.

Ms. Noffsinger stated that parking revenue is conservatively budgeted at an amount 5% less than anticipated FY2018-2019 results.

Ms. Noffsinger stated that driving pad rental to Amazon has been budgeted through January 31, 2020 as staff does not assume the rental agreement will be renewed due to Amazon pursuing an alternative location.

Mr. Penksa stated that staff feels that budgeting on the conservative side is preferable due to the variability in airline equipment and schedule changes.

Mr. Matt Lyons reviewed the expense assumptions associated with the proposed budget. He stated that the proposed expense budget is $5,590,680 which 3% over expenses budgeted in FY2018-2019.

Mr. Lyons stated that payroll is increased to include two new, part-time parking attendants, a 2% across-the-board COLA increase and a discretionary merit pool of $30,500.

Mr. Lyons indicated that the recommended marketing budget of $160,890 is included in the Administration Department budget.

Mr. Lyons noted that a decrease in interest expense is due to the paying down of the outstanding principle balances on the Eclipse Hangar and the 2007 T-Hangar loans.

Mr. Penksa stated that he has had conversations with American Airlines and Delta Air Lines to determine how to better serve passengers that require wheelchair assistance. He indicated that there may be an opportunity to share costs with the airlines and to hire additional part-time workers during peak hours to fulfill this need rather than have the custodians perform this service.

Mrs. Calderwood stated that she was in favor of providing these services to passengers.

Mr. Conrad suggested utilizing volunteers to perform assistance services. He noted that a local hospital provides these services by utilizing volunteers.

Staff noted that volunteers had been utilized at the airport in the past, but became bored between flight activities and left to pursue other volunteer opportunities.

Mr. Penksa briefly reviewed the list of items included in the proposed FY2020 Capital Budget. The proposed capital outlay not related to construction grants is $302,980. He also reviewed the list of items that are partially funded by FAA and/or FDOT grants. The total estimated expenditures from GACRAA funds, including PFCs, to meet construction grant match is $1,514,252 and include the high expenditure items: Phases I and II of the Terminal Expansion & Improvements Project and the GA Hangar Rehabilitation Project.

**Public Hearing**

At 4:43 p.m. Chair Page suspended the monthly meeting and opened the floor for a Public Hearing regarding the proposed FY2019 – 2020 budget.

No members of the public came forward with comments or questions regarding the proposed budget.

At 4:44 p.m. Chair Page closed the Public Hearing and called the monthly meeting to order.

**Airport Business**

**Adoption of FY2019 - 2020 Budget - Resolution 19-021**

***Mr. Thomas moved to approve Resolution 19-021 to adopt the proposed budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020. Mr. Dedenbach seconded the motion.*** ***A roll call vote followed: Mr. Dedenbach – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Conrad – aye and Mr. Page – aye. Motion passed 6 -0.***

**Facilities and Planning Committee Report**

Mr. Penksa reported that the Facilities and Planning Committee reviewed the following four agenda items:

* Request for Statements of Qualifications # 19-005 – Small Project Engineering and Planning – Consultant Selection - Resolution 19-022
* Michael Baker International – Task Order # 8 for Project Management and Construction Engineering and Inspection Services – Terminal Expansion Phase II Project –   
  Resolution 19-023
* AECOM – Task Order # 40 for Post Design Services – Terminal Expansion Phase II Project - Resolution 19-024
* Request for Bids # 19-006 – General Aviation Hangars Rehab Project - Contracts Awards - Resolution 19-025

**Request for Statements of Qualifications # 19-005 – Small Project Engineering and Planning – Consultant Selection - Resolution 19-022**

Mr. Penksa reported that a Request for Statements of Qualifications was advertised to select firms that would work on small engineering projects.

Mr. Penksa reported that nine firms responded to the Request for Statements of Qualifications and that staff ranked and recommends negotiating agreements with the top four firms that would best meet the needs of the projects currently under consideration: Pond & Company, Kimley-Horn & Associates, AECOM Technical Services, Inc., and Avcon, Inc. He indicated that individual task orders would be processed within the guidelines of the GACRAA Purchasing Policy and budget. Also, he noted that projects funded by FAA or FDOT funds would be subject to FAA and/or FDOT concurrence.

***Mr. Thomas moved to adopt Resolution 19-022 authorizing negotiation of agreements with Pond & Company, Kimley-Horn & Associates, AECOM Technical Services, Inc., and Avcon, Inc. for engineering and planning consulting services for small projects. Mr. Dedenbach seconded the motion.*** ***A roll call vote followed: Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Conrad – aye, Mr. Dedenbach – aye and Mr. Page – aye. Motion passed 6 -0.***

**Michael Baker International – Task Order # 8 for Project Management and Construction Engineering and Inspection Services – Terminal Expansion Phase II Project – Resolution 19-023**

Mr. Penksa reported that Michael Baker International Task Order # 8 is for resident project representation and construction management and engineering services for the Terminal Expansion Phase II Project. He recalled that the Board previously selected Michael Baker International to perform these services. He stated that FAA requires these professional services for grant funded projects; Michael Baker International will also be responsible for quality control, approving payments and ensuring the contractor’s work is in compliance with the design and specifications.

***Mr. Dedenbach moved to adopt Resolution 19-023 authorizing execution of Task Order # 8 in the maximum not-to-exceed amount of $987,648.80 with Michael Baker International, Inc. for project management, resident project representative and construction engineering and inspection services for the Terminal Expansion and Improvements Phase II Project. Mr. Thomas seconded the motion.*** ***A roll call vote followed: Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Thomas – aye and Mr. Page – aye. Motion passed 6 -0.***

**AECOM – Task Order # 40 for Post Design Services – Terminal Expansion Phase II Project - Resolution 19-024**

Mr. Penksa stated that AECOM Task Order # 40 is for Post Design services including the professional engineering services of being the project engineer of record who will also sign and seal documentation indicating that construction is in compliance with the design and specifications.

Mr. Penksa stated that Michael Baker International Task Order #8 and AECOM Task Order #40 are both subject to FAA and FDOT concurrence and that FDOT has already approved both task orders.

***Mr. Thomas moved to adopt Resolution 19-024 authorizing execution of Task Order # 40 in the maximum not-to-exceed amount of $494,651 with AECOM Technical Services, Inc. for*** ***post design services, construction administration and quality assurance inspections for the Terminal Expansion and Improvements Phase II Project. Mr. Dedenbach seconded the motion.*** ***A roll call vote followed: Mrs. Calderwood – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Thomas – aye, Mr. Wright – aye and Mr. Page – aye. Motion passed 6 -0.***

**Request for Bids # 19-006 – General Aviation Hangars Rehab Project - Contracts Awards - Resolution 19-025**

Mr. Penksa reported that Resolution 19-025 is for approval to have Scorpio Corporation manage the various construction services required for the General Aviation Hangars Improvement and Rehabilitation Program. He noted that bids for the various construction services were received and tabulated by Scorpio Construction.

***Mrs. Calderwood moved to adopt Resolution 19-025 authorizing execution of a contract with Scorpio Corporation in the amount of $1,931,007*** ***for construction management at risk services for the General Aviation Hangars Improvement and Rehabilitation Program. Mr. Dedenbach seconded the motion.*** ***A roll call vote followed: Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye and Mr. Page – aye. Motion passed 6-0.***

**Election of Officers for FY2020**

Mr. Page reported that the Governance and Nominating Committee met in August and presented its nominations for GACRAA officers at the August 22nd Board meeting. He reported that the committee recommends the following slate of candidates for GACRAA officers:

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

In compliance with GACRAA’s By-Laws, Mr. Page opened the floor for nominations.

There being no other nominations, Mr. Thomas moved to close the floor for nominations. Mrs. Calderwood seconded the motion.

***Mr. Dedenbach moved to approve the Governance and Nominating Committee’s slate of candidates. Mr. Thomas seconded the motion. Motion passed on a voice vote, 6-0.***

**Banking Signatures – New Officers – Resolution 19-026**

***Mr. Thomas moved to adopt Resolution 19-026 authorizing the new Chair or Vice-Chair of GACRAA to act as signatories on the authority’s bank accounts. Mr. Wright seconded the motion. A roll call vote followed: Mr. Dedenbach – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Conrad – aye and Mr. Page – aye. Motion passed 6 -0.***

**Recognition of Outgoing Chair – Bob Page**

Mr. Penksa presented Mr. Page with a plaque in appreciation of his serving as GACRAA Board chair for 2 terms.

**Tenant Reports:** University Air Center General Manager Ms. Debbie Frederick reported that UAC dropped the ball on Saturday, September 22 when a general aviation aircraft blew a tire and UAC was unable to quickly remove it from the runway thus causing commercial flights to be diverted. She noted that the equipment UAC utilized to move disabled aircraft was slightly damaged in a previous similar incident. Ms. Frederick reported that she authorized the purchase of a new hydraulic dolly.

Ms. Frederick reported that UAC will have two maintenance staff members on-call on UF football game days.

Ms. Frederick reported that she and UAC staff members attended Tailhook in Reno, NV and networked with naval aviators with the hope of bringing more traffic to GNV.

**Airport Authority Input**

Mr. Page announced that Grace Horvath and David Norton are both unavailable on the 4th Thursday of October and that staff will pursue scheduling the monthly meeting on an alternate date.

**Adjournment**

At 5:04 p.m., there being no further business Mr. Thomas moved to adjourn. Mrs. Calderwood seconded the motion and meeting was adjourned.

**GACRAA Monthly Meeting**

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Chair Date

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Vice-chair Date