**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Friday, October 18, 2019 at 1:30 p.m.**

**Airline Passenger Terminal – Board Room**

**Monthly Meeting**

**Highlights**

**Call To Order By the Chair** –Chair Grace Horvath called the meeting to order at 1:32 p.m.

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

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

**Roll Call**

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

Kinnon Thomas and Randy Wright 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 present.

**Approval of Meeting Highlights of September 26, 2019**

***Mrs. Calderwood moved to approve the GACRAA meeting highlights of September 26, 2019. Mr. Dedenbach seconded the motion. The highlights were approved.***

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

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

**Adoption of Agenda**

***Mr. Page moved to approve adoption of the agenda. Dr. Norton seconded the motion. Motion passed.***

**Airport Business**

**Information Items:**

*Terminal Gate Area Expansion and Miscellaneous Improvements*

Mr. Penksa reported that the construction contract with Scherer Construction has been executed. He stated that a pre-construction meeting will be held on October 30, 2019 with the contractor, FAA and other stakeholders. Mr. Penksa reported that construction is anticipated to begin in late-November/early- December. He noted that staff plans to schedule a groundbreaking ceremony in mid-November. Mr. Penksa stated that a new FAA Program Manager has been assigned to GNV. He reported that an inspection of the Phase 1 Utility work was held on October 4 and the contractor is currently working on punch list items which are anticipated to be completed prior to the final inspection on November 1.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that construction contracts are being finalized for execution. He indicated that a pre-construction meeting is anticipated to take place by the end of October.

*Multi-modal Transportation Facility*

Mr. Penksa reported that a project kick-off meeting was held on September 26, 2019. He stated that the consultant is currently collecting data and is corroborating with staff and stakeholders to determine their future needs and is assembling a parking demand forecast. He noted that the next meeting with the consultant is scheduled for October 30, 2019.

*Interim Surface Parking Lot*

Mr. Penksa recalled that the consultant has received comments regarding storm water drainage from the City. He noted that 70-75 spaces have been installed in a temporary area; this parking area is supported by additional signage and a toll booth. Mr. Penksa noted that today the combination of a gambling charter and an away UF football game have filled existing paved lots to capacity.

*Letter of Engagement from Purvis Gray & Co. – FY2018-2019 Audit*

Mr. Penksa noted that last year the Board had discussed possibly changing audit firms. He reported that the Board had concluded that a new audit team at Purvis Gray & Co. would suffice in lieu of issuing an RFP to recruit a new firm.

In response from a question from Mr. Carter, Mr. Conrad reported that last year he suggested either issuing an RFP to recruit a new audit firm or change the Purvis Gray team that works on the audit. He stated that he is a fan of Purvis Gray & Co. having worked with them in Newberry and that he would be satisfied with new team members working under a fairly new principal at the firm.

Mr. Penksa suggested that if the Board so chooses, staff will move quickly to assemble and advertise an RFP.

Mr. Page stated that he supports utilizing Purvis Gray & Co.

***Mr. Page moved to accept the Purvis Gray & Co. Letter of Engagement to perform the FY2018-2019 Audit. Mr. Dedenbach seconded the motion.***

Mrs. Calderwood stated that she is familiar with the work Purvis Gray & Co. completed for the City of Alachua and that the firm is familiar with grants offers and that she supports the motion.

***A voice vote followed; motion passed 7-0.***

*Marketing Presentation*

Ms. Erin Porter provided an update on marketing activities.

## Ms. Porter reported that IdentoGO®, a mobile TSA Pre✓® enrollment center, completed its four-week presence at the Airport on October 18, 2019. She announced that over 1,650 people applied for TSA Pre✓® at GNV.

Ms. Porter stated that she and Mr. Penksa will meet with five airlines at the TakeOff North America 2019 Air Service Development Conference which will be held October 28 and 29 in Sanford, FL. She stated that they will meet with airline route planners from Silver Airways, Southwest Airlines, United Airlines, American Airlines and Elite Airways.

Mr. Penksa indicated that in the meeting with United Airlines, the team will present GNV’s potential for service to Washington, DC, Chicago, IL, Houston, TX and Newark, NJ. He noted that the top O&D market for GNV travelers is Washington, DC. He reported that the meeting with American Airlines will focus on solidifying GNV’s relationship with the airline in addition to discussing non-stop service to

Washington, DC. He stated that air service consultant Martin Kammerman will attend staff’s meeting with United Airlines. He noted that Silver Airways is a partner of JetBlue Airways and United Airlines.

Ms. Porter recalled that the UF Immersive Marketing class, which conducted a study and created a marketing plan for GNV, recommends a “Fly Easy” campaign. She stated that new artwork for billboards, bus wrap and print advertising will focus on the Fly Easy message. Ms. Porter presented examples of existing and proposed designs and scripts for various advertising media including radio and TV ads.

Mr. Conrad claimed that most comments on the Airport’s Facebook page are negative and asked if staff could remove the comments. Ms. Porter indicated that Google reviews cannot be removed and that staff would look into options for answering Facebook negative or removing comments.

Dr. Norton cautioned that removing negative comments could result in additional problems and negative comments. He supported staff’s proposed Fly Easy marketing plans.

Mr. Page stated that he is impressed when an organization responds to negative comments and encouraged staff to adopt a customer care approach in response to undesirable events.

**Air Traffic Volume Reports**

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of September, 2019. He stated that September was a good month in terms of airline activity for both passenger traffic and fuel flowage; he noted that American Airlines non-stop service to DFW is contributing to the increase in activity. He reported that American Airlines will operate the DFW service with larger CRJ-700 aircraft in December for the holidays. Additionally, American Airlines will operate a fifth flight to CLT over the holidays. He reported that Delta Air Lines maintained high load factors in September even with an increase in seats.

**Finance Report**

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

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| --- | --- | --- | --- |
| **Revenue** | **FY2019 Actuals** | **FY 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $7,175,769.40 | $6,465,546.00 | $710,223.40 |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **FY 2019 Actuals** | **FY 2019 Budget** | **Over / (Under)** |
| Total Expenses | $4,979,494.37 | $5,210,508.36 | ($231,013.99) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$2,196,275.03** | **$1,255,037.64** | **$941,237.39** |
| Interest (Capitalized and Expensed) | $204,349.84 | $216,349.84 | ($12,000.00) |
| **Income (Loss) Before Depreciation** | **$1,991,925.19** | **$1,038,687.80** | **$953,237.39** |
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**Other Information Items**

*Ali Air Hangar*

Mr. Penksa recommended scheduling a meeting of the Finance & Operations Committee to consider the disposition of the Ali Air hangar. He reported that the current land lease expires in February of 2020 at which time GACRAA will take possession of the hangar. He noted that the land lease was assigned to Jay Curtis who, per the terms of the lease, has the right to negotiate a new lease. Mr. Penksa indicated that the committee and Board can consider whether to rent or sell the hangar.

*Emergency Plan Exercise*

Mrs. Calderwood requested that the Board be informed in advance to events that take place at the Airport. Mr. Penksa acknowledged that notification to the Board prior to events, such as the Emergency Plan Exercise is normal and appropriate and that failure to notify the Board in this case was an error on his part.

Mr. Carter stated that he learned about the event while watching the local news.

**Tenant Reports:** None

**Adjournment**

At 2:25 p.m., there being no further business, Ms. Horvath adjourned the meeting.

**GACRAA Monthly Meeting**

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Chair Date

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Secretary/Treasurer Date