**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, January 23, 2020 at 4:00 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 4:02 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, Grace Horvath, David Norton, Bob Page, Kinnon Thomas and Randy Wright were present at roll call.

Gerry Dedenbach 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 absent. City of Gainesville liaison Erik Bredfeldt was present.

**Approval of Meeting Highlights of December 19, 2019**

***Mr. Thomas moved to approve the GACRAA meeting highlights of December 19, 2019. Mr. Wright 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. Dr. Norton seconded the motion. Motion passed.***

**Airport Business**

**Information Items:**

*Gum Root Park Property Management MOU*

Mr. Penksa reported that City of Gainesville staff has been working on an Urban Forest Management Plan and has invited input from airport staff. He noted that city staff recognizes the Airport’s need to include provisions to its overall plan to control obstructions in the vicinity of the airport.

*Terminal Expansion Project Phase II – Terminal Expansion and Improvements*

Mr. Penksa displayed photos of the site work that is in progress outside his office window. He explained that the landscaping has been removed and the contractor is currently moving and compacting dirt in preparation for the floor slab. Mr. Penksa reported that the security gate and perimeter fencing have been moved onto a portion of the aircraft apron. He reported that a new tug drive has been excavated and will be ready for paving in the next few days.

*Terminal Expansion Project Phase III – Acquire & Install Two Passenger Boarding Bridges*

Mr. Penksa noted that the Information Items Project List will now feature separate entries for Phases II, III and IV of the Terminal Expansion Improvements Project. He recalled that the FAA recently proposed granting $4 million in supplement funds, some of which would need to be applied to the acquisition and installation of two passenger boarding bridges. He stated that an AECOM task order for the design and bid phase services for Phase III is on today’s agenda.

*Terminal Expansion Project Phase IV – Construct Baggage Handling System and Airline Ticket Office Expansion / Renovations*

Mr. Penksa distributed a diagram that illustrates the proposed areas for the baggage handling system including the location of the TSA baggage screening area and new roadways associated with this phase of the terminal expansion project. He stated that a portion of the $4 million in FAA supplemental funds will applied to this project, however, the funding timeline requires that the project be bid this summer. He indicated that an AECOM task order for design and bid phase services is included on today’s agenda and is subject to FAA and FDOT concurrence and satisfactory completions of an Independent Fee Estimate.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that the construction manager is finalizing the schedule and sub-contractor schedules for this project. He stated that work will begin on the hangar GA-22, Air Methods, in February. He stated that materials purchases and coordination of relocating tenants have begun.

*Interim Surface Parking Lot*

Mr. Penksa reported that the project bid set is ready for advertisement and stated that staff is awaiting on some cost estimates from the consultant.

*Cake of the Year*

Ms. Porter reported that the GNV-DFW air service inaugural celebration cake has won the 2019 Cake of the Year Award sponsored by Airline Network News and Analysis ([www.anna.aero](http://www.anna.aero)). She welcomed Board Members to be photographed accepting the award and indicated that the photo would be provided to anna.aero for website publication. *(Note: The Board and award were photographed at the conclusion of this meeting.)*

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of December, 2019. He reported that American Airlines is now operating a CRJ-700 on the DFW route; he noted that the larger aircraft is solving hot temperature load issues. He reported that a great December resulted in total 2019 calendar year passenger volume of 558,246 which is an increase of 17.2 % over 2018.

**Finance Report**

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

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| --- | --- | --- | --- |
| **Revenue** | **Dec. 2019 Actuals** | **Dec. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $606,599.68 | $555,147.73 | $51,451.95 |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Dec. 2019 Actuals** | **Dec. 2019 Budget** | **Over / (Under)** |
| Total Expenses | $449,506.21 | $467,623.36 | ($18,117.15) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$157,093.47** | **$87,524.37** | **$69,569.10** |
| Interest (Capitalized and Expensed) | $15,041.89 | $16,041.89 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$142,051.58** | **$71,482.48** | **$70,569.10** |

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

**Hangar Lease Agreement – Building # GA-05 (Ali Air Hangar) – Resolution 20-002**

Mr. Penksa stated that this resolution is for a long-term lease of the former Ali Air Hangar to Gainesville Aircraft Sales, Inc., the current tenant of the hangar. He reported that the Finance, Audit & Operations Committee recommends approval of the lease agreement which has been negotiated for a thirty-year term in the amount of $325,000 and that this amount is consistent the market value appraisal conducted by Emerson Appraisals. He noted that the tenant will be responsible for maintenance, utilities and taxes. He indicated that the legal description will be revised to reduce the property from 1.0 acre to 0.90 to correct for the location of a fence that was installed in conjunction with the construction neighboring former Eclipse hangar. Mr. Penksa noted that under the terms of the existing lease agreement which expires at the end of February, Gainesville Aircraft Sales, Inc. has the first right to negotiate a new lease agreement.

***Mr. Thomas moved to adopt Resolution 20-002 approving a Lease and Operating Agreement between GACRAA and Gainesville Aircraft Sales, Inc. Mr. Carter seconded the motion. A roll-call vote followed: Mr. Page – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Dr. Norton – aye and Ms. Horvath – aye. Motion passed 9-0.***

**AECOM Task Order # 41 – Passenger Boarding Bridge Design – Resolution 20-003**

Mr. Penksa stated that this resolution is for the approval of an AECOM task order in the amount of $28,320 for the design and bid phase services of the acquisition on installation of two passenger boarding bridges. He reported that the task order is subject to the approval of the FAA, FDOT and legal counsel review.

***Mr. Thomas moved to adopt Resolution 20-003 authorizing execution of AECOM Technical Services Task Order # 41, in the amount of $28,320 with for design and bid phase services for the procurement and installation of two passenger boarding bridges and associated work for Terminal Expansion Project, Phase III.* *Mr. Dedenbach seconded the motion. A roll-call vote followed: Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye and Ms. Horvath – aye. Motion passed 9-0.***

**AECOM Task Order # 42 – Outbound Baggage Handling System Design – Resolution 20-004**

Mr. Penksa stated that this resolution is for the approval of an AECOM task order in the amount of $730,542 for the architectural design and bid phase services of the outbound baggage handling system, Terminal Expansion Project, Phase IV. He reported that the task order is subject to the approval of the FAA, FDOT and legal counsel review as well as an Independent Fee Estimate.

Mr. Penksa distributed three handouts. He provided a diagram illustrating the location of the proposed TSA screening area, airline baggage make-up areas and associated baggage tug driveways. He noted that the concept for this design was previously recommended by the Facilities and Planning Committee and approved by the Board. He provided a spreadsheet listing the anticipated funding sources for the pre-design estimated project cost of $10.7 million. Mr. Penksa distributed a spreadsheet which summarized the major tasks and their costs that are included in AECOM Task Order # 42.

***Mr. Dedenbach moved to adopt Resolution 20-004 authorizing execution of AECOM Technical Services Task Order # 42, in the amount of $730,542 with for the architectural, design and bid phase services associated work for Terminal Expansion Project, Phase IV, Outbound Baggage Handling System. Mr. Thomas seconded the motion. A roll-call vote followed: Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye, Mr. Thomas – aye and Ms. Horvath – aye. Motion passed 9-0.***

**Tenant Reports:**

University Air Center COO Debbie Frederick reported that plans are well underway for the 3rd Annual Gator Fly-in and Armed Services Appreciation Day event that will be held on Saturday, March 21 on the UAC Ramp.

Ms. Frederick reported that Cirrus named UAC the Vision Jet Facility of the Year. She noted that this award is bringing additional traffic to UAC for maintenance.

Mrs. Calderwood noted that last year’s event was a great community event and she appreciated honoring Bob Gasche, who passed away last July, at the March 23, 2019 Gator Fly-In and Armed Services Appreciation Day.

**Airport Authority:**

Mr. Page congratulated staff on winning Cake of the Year and stated that the Board is blessed to have the staff that it has.

**Adjournment**

At 4:37 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