**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, November 21, 2019 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 4:00 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, Bob Page, Kinnon Thomas and Randy Wright were present at 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 present.

**Approval of Meeting Highlights of October 18, 2019**

***Mr. Thomas moved to approve the GACRAA meeting highlights of October 18, 2019. Dr. Norton seconded the motion. Motion passed.***

Mr. Penksa noted that there needs to be a correction to paragraph 4 on page 3; Mr. Wright was absent at the meeting and therefore could not speak regarding matter. The speaker was identified as Mr. Page.

***Mr. Thomas and Dr. Norton accepted the correction. The corrected highlights were approved.***

**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. Mrs. Calderwood seconded the motion. Motion passed.***

**Airport Business**

**Information Items:**

*Terminal Gate Area Expansion and Miscellaneous Improvements*

Mr. Penksa thanked staff for their work in preparing for the Terminal Gate Expansion Project groundbreaking ceremony that was held immediately prior to this Board meeting.

Mr. Penksa reported that a pre-construction meeting was held with the contractor and consultants to discuss contract administration, safety/security and project phasing. He stated that foundation work and re-roofing of the existing building is scheduled to start in mid-January.

In response to a question from Mr. Page regarding the availability of Gate 1 during construction, Mr. Penksa reported that he believed there will be a 45-day time period when the Passenger Boarding Bridge at Gate 1 will be unavailable when work is underway to connect the expansion area to the existing terminal at Gate 1.

Mr. Bill Prange, AECOM project manager, reported that Passenger Boarding Bridge at Gate 1 will, in actuality, be unavailable for 90 days instead of 45 days.

Mr. Penksa noted that American Airlines will add a seasonal Remain Over Night (RON) aircraft on the ramp, increasing from 3 to 4, when a second CLT RON will be added in December. He also stated that Delta Air Lines will temporarily add an additional RON aircraft in March of 2020. He indicated that overnight aircraft parking plans locations are under review because the building contractor will be utilizing a portion of the aircraft parking ramp for the expansion project. He also reported that American Airlines plans to reduce the number of RON aircraft from 4 to eventually 2 for an indeterminate time when the early morning Miami service goes from an RON aircraft to a morning roundtrip from MIA.

Mr. Penksa reported that due to soil conditions, the existing stormwater pond that serves the rental car parking lot needs a drain as water does not drain well. He noted that staff may submit the project to the Board at its next meeting. He reported that the drain installation work has already been permitted since the project was included in the permitting application for the terminal expansion.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that construction contracts have been provided to the Attorney for the Authority for review; he noted that a meeting with the contractor is scheduled to take place on November 22, 2019.

*Multi-modal Transportation Facility*

Mr. Penksa reported that a project meeting was held on October 30, 2019. He stated that data collection from various stakeholders continues. He stated that the next meeting is tentatively scheduled for December 10, 2019. He indicated that the next milestone is to pick a location for the facility and to determine the right size for the facility and associated estimated costs.

Mr. Penksa reported that staff is reviewing the need to apply for a State Infrastructure Bank loan for bridge financing until the multi-year grant funding from the state is available.

In response to a question from Mr. Dedenbach, Mr. Penksa indicated that the estimated cost per space for planning purposes for the facility thus far is approximately $20K including infrastructure and site work but that the range can be higher or lower depending on size and site work required.

*Interim Surface Parking Lot*

Mr. Penksa reported that 90% design plans are compete and that staff is awaiting comments from the City. He stated that staff will submit paperwork to the FAA regarding the lot’s proposed light poles for an airspace study.

*FY2018-2019 Audit*

Mr. Penksa reported that the Letter of Engagement, authorizing Purvis Gray & Company to conduct the FY2018-2019 Audit, has been executed.

*TakeOff 2019 Air Service Development Conference*

Mr. Penksa reported that he and Ms. Porter attended the TakeOff 2019 Air Service Development Conference in Sanford/Lake Mary, FL at the end of October.

Mr. Penksa reported that meetings were held with airline route planners from Silver Airways, Southwest Airlines, United Airlines, American Airlines and Elite Airways. He reviewed the following discussions:

* American Airlines: The airline is pleased with the yields on the GNV-MIA service. Staff encouraged AA to upgrade the aircraft utilized on GNV-DFW service. Staff encouraged AA to consider service to Chicago and/or Washington, DC.
* United Airlines: Staff encouraged service to Chicago and/or Washington, DC and discussed a possible headquarters visit early next year.
* Elite Airways: The airline operates low volume/high yield service via CRJ from Vero Beach to Newark-Liberty 3 to 4 times per week. The airline expressed some interest in the Eclipse Hangar.
* Spirit Airways: GNV doesn’t fit this airlines’ business model but the route planners were very gracious to staff.
* Southwest Airlines: GNV doesn’t fit this airlines’ business model, but the route planners acknowledged that airport accessibility is becoming something to consider due to vehicular traffic in Orlando.
* Silver Airways: This airline is now code sharing with American Airlines, Delta Air Lines, jetBlue and United Airlines with service to the Bahamas primarily from Ft. Lauderdale.

In response to a question from Mr. Wright, Mr. Penksa acknowledged that Delta Air Lines still prefers a strategy favoring flight frequency rather than larger aircraft at GNV.

Mr. Penksa reported that staff is considering two air service development conferences in the first half of next year.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of October, 2019. He reported that October was another record month for passenger traffic. He stated that Delta Air Lines continues to do well. Mr. Penksa noted that Delta Global Services has a new interim station manager at GNV.

**Finance Report**

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

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| --- | --- | --- | --- |
| **Revenue** | **Oct. 2019 Actuals** | **Oct. 2019 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $654,468.67 | $601,012.20 | $53,456.47 |
|  |  |  |  |
| **Expenses** | **Oct. 2019 Actuals** | **Oct. 2019 Budget** | **Variance Over / (Under)** |
| Total Expenses | $468,076.27 | $466,340.85 | $1,735.42 |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$186,392.40** | **$134,671.35** | **$51,721.05** |
|  |  |  |  |
| Interest (Capitalized and Expensed) | $15,041.89 | $16,041.89 | ($1,000.00) |
|  |  |  |  |
| **Income (Loss) Before Depreciation** | **$171,350.51** | **$118,629.46** | **$52,721.05** |

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

**RFP# 19-008 Rental Car Concessions Contracts Awards – Resolution 20-001**

Mr. Penksa reported that proposals were received for 4 of the 5 rental car counter/office spaces at the airport. He stated that all the major brands responded to the RFP and that Avis and Budget proposes to operate out of one counter instead of the current two counters. He noted that the RFP provided for a maximum of two brands per counter. He reported that over the new 5-year contracts, the Minimum Annual Guarantee is $800K more than the amounts proposed under the expiring contracts. Staff is considering whether to advertise an RFP for the 5th counter as a rental car station or as a location for another business.

***Mr. Thomas moved to adopt Resolution 20-001 authorizing execution of rental car concessionaire agreements with 1) Avis Rent A Car System, Inc. (Avis/Budget), 2) Enterprise Leasing Company of Florida, LLC (National/Alamo), 3) Enterprise Leasing Company of Florida, LLC (Enterprise), and 4) The Hertz Corporation (Hertz/Dollar). Dr. Norton seconded the motion. A roll-call vote followed: Dr. Norton – aye, Mr. Page – aye, Mr. Thomas – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye and Ms. Horvath – aye. Motion passed 9-0.***

**Tenant Reports:**

University Air Center General Manager Debbie Frederick announced that the FBO is purchasing another aircraft for the flight school. Ms. Frederick stated that the self-fueling pump is not operating correctly and that customers are being fueled from a fuel truck at the self-fuel price until new parts are installed at the self-fuel pump. She reported that the UAC maintenance staff is busy installing ADS-B Out equipment, which is an FAA requirement effective January 1, 2020 to fly in most controlled air space, into customers’ aircraft.

**Airport Authority:**

Ms. Horvath commended staff for the work performed in preparation for today’s groundbreaking ceremony.

**Adjournment**

At 4:47 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