**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, February 27, 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 4:01 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, Bob Page, Kinnon Thomas and Randy Wright were present at roll call.

Gerry Dedenbach 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 present.

**Approval of Meeting Highlights of January 23, 2020**

***Mr. Thomas moved to approve the GACRAA meeting highlights of January 23, 2020. Mr. Carter 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. Page seconded the motion. Motion passed.***

**Airport Business**

**Information Items:**

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

Mr. Penksa displayed photos and described the construction progress of the Terminal Expansion. He explained that work on the expansion foundation is underway. He stated that the area that will be 4’ above ground level has been built up but the ADA ramp-up section from the existing gate area level to the higher level has not been compacted yet. He reported that a new tug drive has been built and is in use by the airlines to deliver bags to the carousels in baggage claim. Mr. Penksa reported that staff meets with the contractor and engineering consultant on a weekly basis and work appears to be going well. He invited the Board to visit the construction site following today’s meeting.

In response to a question from Mrs. Calderwood, Mr. Penksa reported that the project is on schedule and that the next important milestone will be the relocation of existing fiber optic cable for gates, car wash and CCTV systems; he noted that a plan is in place to get this accomplished.

*Coronavirus COVID-19*

Mr. Penksa reported that sanitizing lotion dispensers have been placed in passenger areas of the terminal. He stated that signage has been provided by the Alachua County Health Department.

In response to a question from Mr. Page, Mr. Penksa reported that the airport does not have a supply of masks to give to passengers.

Mr. Penksa reported that TSA personnel have the option to wear masks.

Mr. Conrad reported that recently he sat beside a doctor on a flight; the doctor commented that masks are not very effective in preventing transmission of the virus to a mask wearer.

*Gum Root Park Property Management MOU*

Mr. Penksa reported that staff is awaiting feedback regarding airport considerations from the city and its citizen tree advisory committee.

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

Mr. Penksa reported that a pre-design meeting with staff, the consultant and FDOT has held on February 19, 2020. He reported that a conference call was held with Delta Air Lines which will be the primary user of the two new boarding bridges. He described the proposed boarding bridges, noting that the base bid will include windows at each end of the bridges and that boarding bridges without the windows will be a bid deduct. Mr. Penksa noted that among other features will be the inclusion charging stations for ground equipment. He anticipated advertising the bid in May.

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

Mr. Penksa reported that a funding eligibility meeting was held with FAA on February 12, 2020. He stated that the AIP eligible segment of the project must be bid by this summer and that AECOM is working on accomplishing this requirement. He reported that FAA is seeking clarification on whether the baggage handling system, which is thought to be AIP eligible, will be allowed by Congressional rules. He also stated that clarification is also needed on PFC eligibility for the airline office areas.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that work on the Air Methods hangar is well underway and is approximately 2/3 completed. He reported that Air Methods is performing helicopter maintenance on its ramp. He stated that work on the Joint Aviation Unit will begin in March.

*Airport Parking Garage/Multi-modal Facility*

Mr. Penksa reported that staff met with RTS on February 26, 2020 to gather RTS interest and comments. He reported that the final report is being completed by the consultant, TranSystems, and will be shared with GACRAA members on March 3 at a joint meeting of the Facilities and Planning Committee and Finance, Audit & Operations Committee. He noted that the consultant’s report will provide estimated costs of potential site and facility configurations.

*Interim Surface Parking Lot*

Mr. Penksa reported that the project bid set is undergoing a few final edits and the contract documents are being prepared. He stated that the estimated cost of the project is $1 million and includes 152 parking spaces along with stormwater management, landscaping and irrigation.

***Mr. Thomas moved to proceed and advertise the bid. Mr. Carter seconded the motion. Motion passed.***

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of January, 2020.

*Marketing*

Ms. Porter reported that the IdentoGO TSA Pre-check mobile unit will be on site for four days in March. All appointments were reserved within a few days of advertisement to the public. She reported that IdentoGO will return to GNV in April for four weeks, April 6 through May 1.

Mr. Penksa reported that staff will present on-air via an interview on WOCA radio in Ocala in March. He also reported that staff will present to the Urban Land Institute in March.

Ms. Porter reported that the majority of advertising is currently on radio and TV.

**Finance Report**

CFO Matthew Lyons provided the Finance Report for the month ending January 31, 2020 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

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| --- | --- | --- | --- |
| **Revenue** | **Jan. 2020 Actuals** | **Jan. 2020 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $622,402.73  | $546,001.73  | $76,401.00  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Jan. 2020 Actuals** | **Jan. 2020 Budget** | **Over / (Under)** |
| Total Expenses | $439,340.62 | $441,905.88 | ($2,565.26) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$183,062.11** | **$104,095.85** | **$78,966.26**  |
| Interest (Capitalized and Expensed) | $15,041.89 | $16,041.89 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$168,020.22** | **$88,053.96** | **$79,966.26** |
|  |  |  |  |

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

Mr. Penksa stated that in preparation for the joint committee meeting on March 3, staff is preparing a summary of fund balances in GACRAA’s various accounts

Mr. Penksa recalled that the proposed parking lot construction and current GA hangar rehabilitation projects are funded 50% by the FDOT.

In response to a question from Mr. Wright, Mr. Penksa stated that the current per trip fee to Uber and Lyft is $1.00 per pick-up ride. Mr. Penksa noted that at its January 23, 2020 meeting the Board approved raising the per trip fee to $3.00. He stated that staff will arrange to meet with taxi cab operators to set a date for this increase.

**Tenant Reports:**

University Air Center representative Pam Landis 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. She named a few of the VIP participants, activities and various military aircraft that are anticipated to attend the event. Ms. Landis reported that the flight school fleet has been relocated to another location on the UAC site. She reported that UAC is a Cirrus SF50 Vision Jet service center.

**Airport Authority:**

Mrs. Calderwood thanked staff and UAC for providing “goody bags” for soldiers shipping out to Ft. Hood.

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**Adjournment**

At 5:01 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