**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, July 30, 2020 at 4:00 p.m.**

**Virtual Meeting (WebEx) Permitted by Governor DeSantis’**

**Executive Orders # 2020-69, #20-139 and # 20-150**

**Monthly Meeting Highlights**

**Call To Order By the Chair** –Chair Grace Horvath called the meeting to order at 4:02 p.m.

**Roll Call**

Authority Members Present: Jean Calderwood, Craig Carter, Gerry Dedenbach, Grace Horvath, David Norton, Bob Page, Kinnon Thomas and Randy Wright were present on the virtual meeting at roll call.

Bill Conrad was absent.

Kinnon Thomas was visible on the WebEx app but he experienced audio problems; he was unable to hear the meeting and disengaged at 4:08 p.m.

Ex-officio member Eric Godet, Sr., was present on the virtual meeting. City of Gainesville liaison, Erik Bredfeldt, was present on the virtual meeting.

**Invocation:** Mrs. Calderwood delivered the invocation.

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

**Determination of a Quorum**: A quorum was present at roll call.

Chair Horvath explained that, as a point of order, when the Chief Executive Officer concludes an explanation of an agenda item, she would call upon Board members for comments and/or questions. She reminded the Board members to state their names when making motions. She also requested that Board members enter questions by utilizing the WebEx chat feature.

**Approval of Meeting Highlights of June 25, 2020**

***Mr. Page moved to approve the GACRAA meeting highlights of June 25, 2020. Mr. Dedenbach seconded the motion. Motion passed.***

**Citizens’ Input – Non-agenda Items:** None. There were no members of the public present in the Board room. There were no comments received via email: meetings@flygainesville.com.

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

**Adoption of Agenda**

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

**Consent Agenda**

***Mr. Carter moved to adopt the consent agenda. Mr. Page seconded the motion. Motion passed.***

With the adoption of the adoption of the consent agenda, the Board approved a motion to accept the proposed policy for Airport Liability Insurance with coverage limit of $100,000,000 and premium, $49,914.00, offered by ACE Aviation/Chubb through Arthur J. Gallagher & Co.

**Airport Business**

**Information Items:**

*Coronavirus COVID-19 Impacts*

Mr. Penksa provided a status report on the impacts of the Coronavirus COVID-19. The full report is included as Attachment A.

Mr. Penksa stated that to his knowledge, no GACRAA employees have tested positive for COVID-19 and no employees are currently out sick. He reported that there are no airline or TSA labor or operational impacts due to COVID-19.

Mr. Penksa stated that enhanced efforts to maintain a safe and healthy facility in order to inspire confidence in passengers is ongoing. He indicated that compliance with airport, TSA and airline mask and social distancing requirements is considered very good and continues to be reinforced with signage and programmed PA system announcements.

Mr. Penksa reported that passenger enplanements have flattened or declined slightly as the number of cases in Florida and the U.S. have increased.

Mr. Penksa stated that the flight schedule for Delta Airlines has increased from 2 to 3 roundtrips to Atlanta. He stated that American Airlines continues with the same number of flights as in June: 2 round trips to Charlotte and 1 round trip to Dallas-Ft. Worth; Miami service is still suspended.

Mr. Penksa stated that Post COVID TSA screenings peaked at 1,822 in week 30 and have dropped to 1,594 in week 32 (-12.5%). This is approximately 30% of screenings vs. this time last year. This remains flat at about 30% of 2019 numbers. Nationally, TSA screenings are at about 25% of 2019 levels.

Mr. Penksa reported that GACRAA has received its first CARES grant reimbursement in the appoint of approximately $318,000 from the FAA; the reimbursement covers payroll expenses that occurred after January 22, 2020. He stated that another reimbursement for payroll expenses in the amount of $398,000 is being prepared for submission. He stated that reimbursement requests for debt service, utilities and contract labor are also being prepared.

Mr. Penksa stated that the U.S. Senate bill for a second round of COVID-19 related relief, HEALS ACT, includes $10 billion for airports. It is not known if the bill will be passed by both houses of government.

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

Mr. Penksa reported that reroof work on the existing front canopy and baggage claim area is nearing completion. He reported that work on the new partition wall near TSA continues and a new air handler has been installed in the existing penthouse enclosure. He noted that the new air handler replaces an air handler mounted on the roof of the building.

Mr. Penksa reported that installation of structural steel in the gate area expansion is completed. He stated that the roof deck installation is completed over the main sections and that insulation has been installed. He reported that plumbing and electric distribution lines are being installed and that store front is scheduled to be installed within the next two weeks.

Mr. Penksa reported that the foundation around the east side existing restrooms has been poured and concrete block has been laid; installation of structural steel will follow.

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

Mr. Penksa reported that award of the contract for the purchase and installation of two new passenger boarding bridges, which will connect to the expanded gate area, are on today’s agenda. He indicated that a contract award for the refurbishment of the existing three passenger boarding bridges is also on today’s agenda.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that work on T-Hangar row A is complete and tenants have moved back into the building. He indicated that work began yesterday on prepping the interior steel for painting in T-Hangar row D; tenants have been relocated to other hangars.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of June, 2020. In addition, he reviewed the parking lot inventory and TSA screenings charts.

**Finance Report**

CFO Matthew Lyons provided the Finance Report for the month ending June 30, 2020 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

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| --- | --- | --- | --- |
| **Revenue** | **June 2020 Actuals** | **June 2020 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $367,789.77 | $564,214.72 | ($196,424.95) |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **June 2020 Actuals** | **June 2020 Budget** | **Over / (Under)** |
| Total Expenses | $357,438.68 | $443,485.54 | ($86,046.86) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$10,351.09** | **$120,729.18** | **($110,378.09)** |
| Interest (Capitalized and Expensed) | $13,102.88 | $14,102.88 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **($2,751.79)** | **$106,626.30** | **($109,378.09)** |
|  |  |  |  |

***Dr. Norton moved to accept the Finance Report. Mr. Page seconded the motion. Motion passed.***

**Acquire and Install Two Passenger Boarding Bridges Contract Award (RFB # 20-002 Bid Schedule 1A - Resolution 20-007**

Mr. Penksa stated that the consultant, AECOM, recommends award to the lowest responsive bidder, ThyssenKrupp Airport Systems. He reported that the ThyssenKrupp bid for Option 1A is for $1,865,918.00; he noted that the passenger boarding bridges include windows at both ends of the bridges and the project will be ninety percent (90%) funded by an FAA grant and the remaining ten percent (10%) would be funded by GACRAA’s existing Passenger Facility Charge program.

In response to a question from Mr. Page regarding the waiver for “Made in America” noted in the AECOM recommendation, Mr. Penksa stated that the steel utilized in the construction of the bridges is made in America and that some components are foreign-made, however, the FAA has in past accepted ThyssenKrupp’s bridges as eligible for funding. He also stated only two passenger boarding bridge manufacturers exist in the U.S.

AECOM project engineer Bill Prange reported that the next lowest bidder requires the same buy America waiver for their product. He estimated that six percent (6%) of the materials used in the construction of the bridges are not available from U.S. sources; therefore, the waiver is required for every boarding bridge at every airport that is funded by the FAA.

***Dr. Norton moved to adopt Resolution # 20-007 authorizing execution of a contract with ThyssenKrupp Airport Systems for the Terminal Expansion - Phase III, Passenger Boarding Bridges Purchase and Installation Project. Mr. Carter seconded the motion. A roll-call vote followed: Dr. Norton – aye, Mr. Page – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye Mr. Dedenbach – aye, and Ms. Horvath – aye. Motion passed 7-0***

**AECOM Task Order # 43 – Terminal Expansion Phase III Passenger Boarding Bridges Post Design Construction Professional Services – Resolution 20-010**

Mr. Penksa stated that this Task Order is for post design construction services associated with the purchase and installation of the passenger boarding bridges. Among the tasks are the review of shop drawings, inspection of the finished product at the manufacturing site and general administration and professional services. He stated that the fee is $99,613.00 and will be ninety percent (90%) funded by FAA and ten percent (10% by GACRAA Passenger Facility Charges.

***Mr. Dedenbach moved to adopt Resolution 20-010 authorizing execution of Task Order # 43 in the maximum not-to-exceed amount of $99,613.00 with AECOM Technical Services, Inc. for post design services, construction administration and quality assurance inspections for the procurement and installation of two passenger boarding bridges. Mr. Carter seconded the motion. A roll-call vote followed: Mr. Page – aye, Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye Mr. Dedenbach – aye, Dr. Norton – aye and Ms. Horvath – aye. Motion passed 7-0***

**Existing Passenger Boarding Bridges Refurbishment Contract Award (RFB # 20-002 Bid Schedule 2) – Resolution 20-011**

Mr. Penksa reported that this resolution authorizes a contract award in the amount of $268,808.00 with Ameribridge, LLC for the refurbishment of the exiting three passenger boarding bridges. He stated that fifty percent (50%) of the cost will be funded by an existing FDOT grant and the remaining fifty percent (50%) will be funded by GACRAA. He noted that some of the work items, that were initially included in the bid specifications, will instead be performed by GACRAA staff and the materials will be eligible for FDOT funding.

In response to a question from Mr. Dedenbach, Mr. Penksa stated that newer passenger boarding bridges materials, especially the electronics are better than older PBBs. Mr. Penksa indicated that the rubber parts do deteriorate in the Florida sun and that foot traffic does impact the interior finishes. Mr. Penksa stated that while work on the mechanical parts, such as bearings, steel chains will be performed by staff, the big-ticket items is replacement of the vertical drive and painting the interior and exterior of the bridges.

***Mr. Dedenbach moved to adopt Resolution 20-011 authorizing execution of a contract with Ameribridge, LLC, for the Terminal Improvement – Existing Passenger Boarding Bridge Refurbishment Project. Dr. Norton seconded the motion. A roll-call vote followed: Mr. Wright – aye, Mrs. Calderwood – aye, Mr. Carter – aye Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye and Ms. Horvath – aye. Motion passed 7-0***

**FDOT Amendment to Public Transportation Agreement # 438937-1-94-21 – Resolution 20-012**

Mr. Penksa reported that this resolution is for an addition of $250,000.00 to an existing FDOT grant for airline terminal and parking lot improvements.

***Dr. Norton moved to adopt Resolution 20-012 accepting an amendment to a Public Transportation Grant Agreement from the Florida Department of Transportation and authorizing execution by the appropriate official on behalf of GACRAA. Mr. Carter seconded the motion. A roll-call vote followed: Mrs. Calderwood – aye, Mr. Carter – aye Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye, Mr. Wright – aye and Ms. Horvath – aye. Motion passed 7-0***

**Tenant Reports:**

University Air Center Chief Operating Officer Debbie Frederick reported that UAC is in the process of installation of a new generator and gas line for the facility. She stated that she is currently working on a budget for 2021 and 2020 year-end projections. She reported that military traffic, specifically Blackhawks, have recently visited on a daily basis. She stated the UAC is considering the implementation of new ramp fees vs. fuel purchase minimums.

**Airport Authority:**

**Adjournment**

At 4:44 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

**GACRAA Meeting Highlights - July 30, 2020**

**Attachment A**

**Board Report on COVID 19**

No GACRAA employees have tested positive for COVID-19 to our knowledge. No employees are currently out sick. There are no airline or TSA labor or operational impacts due to COVID19. TSA has reduced to one screening lane due to lower passenger volume. Their full staff remains on the payroll.

We continue to maintain our permanent staff but are operating with a reduced number of contract workers. Office employees are spending more time in the office but are encouraged to work from home as much as they can, given the increase in cases.

We continue enhanced efforts to maintain a safe and healthy facility in order to inspire confidence in passengers. Compliance with airport, TSA and airline mask and social distancing requirements is considered very good and continues to be reinforced with signage and PA system announcements.

American and Delta continue to require face coverings for all passengers while on the aircraft and while at ticketing and gate counters. The airlines and GNV will provide a mask to those that do not have them. TSA staff are required to wear masks and gloves during screening. These efforts are seen as essential to restoring passenger confidence. The federal government has provided 17,500 masks to GNV for those that need them, based on our enplanements. Most everyone remembers to wear or pack a mask at this point.

Signs promoting social distancing and use of masks have been placed throughout the terminal. Scheduled PA announcements also promote social distancing. Additional cleaning regimens are being maintained by airport, airline staff and TSA staff. Plexiglass barriers have been placed at airline and rental car counters. We are also communicating these efforts on our website.

**Air Traffic**

Passenger enplanements have flattened out or declined slightly since the spike in new COVID cases over the last few weeks. We continue to operate with a reduced flight schedule:

General weekday flights at this time:

* Delta has 3 roundtrips to Atlanta
* American has 2 round trips to CLT and 1 round-trip to DFW.
* Miami Flights have been suspended.
* Weekend schedules are similar.

\*The second AA to DFW flight was not added back in July as originally anticipated. MIA was not added back in July as originally anticipated.

August Schedule

Delta is expected to add 1 round trip to Atlanta (4 total) instead of the original 2.

American is expected to add 1 round trip to Charlotte (3 total).

Post COVID TSA screenings peaked at 1,822 in week 30 and have dropped to 1,594 in week 32 (-12.5%). This is approximately 30% of screenings vs. this time last year. This remains flat at about 30% of 2019 numbers. Nationally, TSA screenings are at about 25% of 2019 levels. The small number of screening at GNV may be skewed with a higher number of staff screenings vs. passengers.

**CARES Funding**

We have applied for and received our first CARES grant reimbursement from FAA. Reimbursement of approximately $318,000 in payroll expenses occurring after January 22nd have been received. Reimbursement for another $398,000 in payroll expenses is being submitted. Other major expense items, such as debt service and utilities, are being prepared for reimbursement.

The US Senate has filed its version of a second round of COVID19 related relief (HEALS ACT). The bill includes $10 billion dollars for airports with the majority of the funds ($9.5 B) to be distributed to commercial service airports based on passenger enplanements. Airports that received more than 4-years of operating expenses under the previous bill would not be eligible for these funds. Funds could be used for any legal purpose. No employment level requirements for non-hub airports. GNV’s anticipated award, should the legislation pass in its current form, is estimated to be about $4.27 million. The bill does not rectify disparities in funding from the previous CARES Act.