**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, October 22, 2020 at 4:00 p.m.**

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

**Executive Orders # 2020-69, #20-139, # 20-150, 20-193 and 20-246**

**Monthly Meeting Highlights**

**Call To Order By the Chair** –Chair Grace Horvath called the meeting to order at 4:09 p.m. *(The start of the meeting was delayed due to technical issues in the Board room.)*

**Roll Call**

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

David Norton was absent.

Ex-officio member Eric Godet, Sr. and City of Gainesville liaison, Erik Bredfeldt, were absent.

**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.

**Approval of Meeting Highlights of September 24, 2020**

***Mr. Carter moved to approve the GACRAA meeting highlights of September 24, 2020. Mr. Thomas 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**

***Mr. Thomas moved to approve adoption of the agenda. Mr. Carter seconded the motion. Motion passed.***

**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 displayed photos of the projects that were discussed during the Information Items portion of the meetings.

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

Mr. Penksa reported that interior floor tile work continues in the high traffic areas. He reported that concrete block work has begun in the area for connecting the new addition to the existing gate area. He stated that installation of exterior glass panels on the north side is well underway and about 85% complete; installation of the glass panels along the south side of the interior ramp has just begun. Mr. Penksa reported that concrete has been poured for a rear entrance pedestrian/delivery ramp and for a pedestrian ramp on the west end of the extended gate area.

Mr. Penksa reported that a new emergency generator has been installed for the expansion and work to install electrical wiring is in progress. He indicated that HVAC ductwork has been insulated and installation is almost complete as is work to install interior soffit over the amenity section of the expansion.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that work on installing a new steel roof and side panels, interior painting, LED lighting and electrical upgrades on T-Hangar F is finished and tenants are moving back into the building. He indicated that work on the Bifold Hangar, including new electrical service, LED lights, wiring devices and painting of interior structural steel, is completed. He noted that a new roof, door and side panels have been installed. He stated that the exterior grading improvements were made and new drainage system, gutters and downspouts were installed.

Mr. Penksa stated that rehabilitation of T-Hangar I is complete and ready for re-occupancy; he indicated that the exterior was painted, roof skylights were removed and replaced and new LED lights and electrical devices were installed.

Mr. Penksa indicated that remaining work consists of miscellaneous improvements to T-Hangar J and installation of new windows in the WWII hangar.

Mr. Penksa commended Lynn Noffsinger and Aaron Carver for coordinating the relocation of hangar tenants during this project. (Thanks also to UAC for moving assistance!)

Ms. Horvath thanked staff for minimizing the interruptions to hangar tenants.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of September, 2020. He reported that airline enplanements in September were 12.5% higher than in August. In addition, he reviewed the daily parking lot counts and TSA weekly screenings charts.

**Finance Report**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **Sept. 2020 Actuals** | **Sept. 2020 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $398,638.48 | $581,459.85 | ($182,821.37) |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Sept. 2020 Actuals** | **Sept. 2020 Budget** | **Over / (Under)** |
| Total Expenses | $362,868.34 | $499,274.64 | ($136,406.30) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$35,770.14** | **$82,185.21** | **($46,415.07)** |
| Less: Interest Expense | $13,052.75 | $14,052.75 | ($1,000.00) |
| **Income (Loss) Before Depreciation** | **$22,717.39** | **$68,132.46** | **($45,415.07)** |
|  |  |  |  |
| **CARES Act Revenue** | **$0.00** | **$0.00** | $0.00 |
| **Income (Loss) After CARES Revenue** | **$22,717.39** | **$68,132.46** | **($45,415.07)** |
|  |  |  |  |

Mr. Lyons reported the following results for the twelve months ending September 30, 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **FY2020 Actuals** | **FY 2020 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $6,320,738.25 | $6,844,644.00 | ($523,905.75) |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **FY 2020 Actuals** | **FY 2020 Budget** | **Over / (Under)** |
| Total Expenses | $4,886,116.39 | $5,407,153.56 | ($521,037.17) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$1,434,621.86** | **$1,437,490.44** | **($2,868.58)** |
| Less: Interest Expense | $171,525.55 | $183,525.55 | ($12,000.00) |
| **Income (Loss) Before Depreciation** | **$1,263,096.31** | **$1,253,964.89** | **$9,131.42** |
|  |  |  |  |
| **CARES Act Revenue** | **$1,323,899.65** | **$0.00** | $1,323,899.65 |
| **Income (Loss) After CARES Revenue** | **$2,586,995.96** | **$1,253,964.89** | **$1,333,031.07** |
|  |  |  |  |

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

**Facilities and Planning Committee Report**

Mr. Penksa reported that several Board members attended the Facilities and Planning Committee meeting.

*FY2021 FAA Grant Pre-Application*

Mr. Penksa stated that two Requests for Qualifications, both of which were previously approved by the Board, were discussed; the RFQs are:

* RFQ 20-004 – Taxiway A Rehabilitation & Reconfigurations and Taxiway E Extension & Reconfiguration,
* RFQ 20-005 – General Aviation Apron Reconstruction and Rehabilitation

Mr. Penksa reported that airport tours were conducted for interested parties. He stated that four of the committee members indicated that they would like to be present for presentations by the short-listed firms. Mr. Penksa stated that a public meeting will be scheduled for the provision of the presentations by the firms.

Mr. Penksa reported that staff has prepared a FY2021 FAA Grant Pre-Application for AIP Entitlement funding for the design work of the aforementioned projects.

*Terminal Parking Improvements*

Regarding the proposed multi-modal transportation facility, Mr. Penksa reported that it was the consensus of the committee to go forward with TranSystems Tasks 5 and 6 for the design/build documents and cost estimate for the previously selected facility, Concept D1 Phase 1.

*Future Business Aircraft Hangar*

Mr. Penksa reported that the FDOT grant that provides fifty percent (50%) of the funding for the GA Hangar Rehabilitation project will have approximately $320,000 available when the project is completed. He noted that the grant allows for the construction of a GA hangar. He reported that the committee concurred with staff’s proposal to have a consultant create rough site plans and engineering estimates for the construction of a box hangar adjacent to the existing Bifold and Air Methods hangars.

*Future Drainage Projects*

Mr. Penksa reported that staff has approached the State of Florida about purchasing property south of the airport; he indicated that the land would be utilized to help with drainage for future development south of Taxiway E. Mr. Penksa stated that committee chair Gerry Dedenbach pointed out that the land under consideration may be subject to land/environmental restrictions due to a wetland overlay and possibly a strategic ecosystem designation. He reported that the project was tabled until more information regarding land/environmental restrictions can be determined.

*Potential General Aviation Hangar Proposal*

Mr. Penksa reported that UAC owner Dr. Lukowski expressed an interest in building a hangar potentially on the site of the former ARFF station. He stated that Dr. Lukowski indicated that he is willing to fund the project cost with a lease separate from the UAC lease. Mr. Penksa stated that it may be necessary to conduct an RFP process for the site. Mr. Penksa reported that Mr. Dedenbach recommended performing a special impervious surface survey of the site. Mr. Penksa reported that the committee concurred with following up on the necessity for an RFP.

In response to a question from Mr. Thomas, Mr. Penksa stated that no action is required by the Board at this time outside of accepting the committee report.

***Mr. Thomas moved approval of the Facilities and Planning Committee Report. Mr. Carter seconded the motion. Motion passed.***

**Tenant Reports:**

University Air Center Chief Operating Officer Debbie Frederick reported that four of the seven piston aircraft utilized by the flight school were down for five days each for engine replacement. She noted that this contributed to the lower GA fuel volume in September. In addition, bad weather contributed to lower fuel volume. She indicated that although business is down due the COVID-19 situation, UAC is holding its own.

**Airport Authority:**

Ms. Horvath encouraged Board members to visit the airport to see the progress of the terminal expansion/rehabilitation.

**Adjournment**

At 4:47 p.m., there being no further business, Ms. Horvath adjourned the meeting.

**GACRAA Monthly Meeting**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary/Treasurer Date

**GACRAA Meeting Highlights – October 22, 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 or reporting symptoms. No TSA employee cases have been reported. No airline positive cases have been reported and there are no labor or materials shortages due to COVID.

Compliance with mask and social distancing requirements continues to be good. Reminders to subcontractors is sometimes required. The airport and airlines continue to provide masks to those that do not have them.

**Air Traffic**

Passenger enplanements continue to increase slowly and are estimated at 40% of 2019 levels. This appears to be slightly better than the national average. Load factors have declined somewhat as capacity has been added.

We continue to operate with a reduced flight schedule:

General weekday flights Scheduled for September:

* Delta dropped to 3 roundtrips to Atlanta beginning this week.
* American has increased to 3 round trips to CLT
* American remains at 1 round-trip to DFW
* American remains at 1 roundtrip to MIA
* Weekend schedules vary

Post COVID TSA screenings reached a new peak of 2,839 in week 42. This is approximately 45% of screenings vs. this time last year.

**CARES Funding**

7 draws have been made against the approx. $3.1 million CARES grant, totaling $1,906,016.38. Draws have so far been limited to reimbursements of large pay items that are non-project related, simple and “clean”. These include payroll reimbursements, utilities, fire and police services, other contract labor invoices and debt service payments.

Progress on a second round of CARES is not likely until after the election.