**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, November 19, 2020 at 4:00 p.m.**

**Airline 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.

**Roll Call**

Authority Members Present: Jean Calderwood, Craig Carter, Grace Horvath, David Norton and Bob Page were present in the Board Room.

Bill Conrad, Gerry Dedenbach and Kinnon Thomas were present via Webex at roll call. Randy Wright was absent.

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

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

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

**Determination of a Quorum**: A quorum was present in the Board Room at roll call.

**Approval of Meeting Highlights of October 22, 2020**

***Mrs. Calderwood moved to approve the GACRAA meeting highlights of October 22, 2020. Mr. Carter 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](mailto:meetings@flygainesville.com). None of the Webex listeners requested an opportunity to comment.

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

**Adoption of Agenda**

***Mr. Page 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 block wall, structural concrete and structural steel between the existing terminal and the expansion is completed. He reported that the contractor will construct a roof over the area next week and following that step will pour the concrete floor. He reported that exterior soffit and sighting work continues and that the exterior concrete planters have been constructed and are ready for stucco. Mr. Penksa reported that final finishing of interior dry-wall soffits is underway. He reported that ceiling grid and light fixtures are installed in the dining/gallery lounge area. He indicated that final trades work (HVAC, electrical, fire alarm, and IT, etc.) above the ceilings in the main gate lounge is being completed. He reported that HVAC/ mechanicals are being installed in the future food concession area. Mr. Penksa reported that the porcelain tile in the high traffic areas of the existing terminal, TSA queuing, Tailwinds and arrival area, is well underway. He reported that the upper roof section (main lounge pre-security) has been re-roofed and is ready for flashing and good progress has been made on the roofing work.

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

Mr. Penksa reported that a pre-construction conference was held with the contractor, consultant and staff and that a schedule has been submitted. The contractor’s engineering submittals were being evaluated and will be returned shortly.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that window replacement in the WWII Hangar, Bldg. GA-2, is being scheduled. This is the last element of work for this hangar. He reported that work on the Bifold Hangar, Bldg. GA-26, has just been completed and the tenant was advised that it is ready for occupation.

Mr. Penksa reported that work on T-Hangar J, Bldg. GA-29, is underway. He indicated that damaged wall panels and sky-lights were replaced. He reported that new LED lights were installed and electrical devices were replaced. He reported that the exterior was pressure washed and painted.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of October, 2020. He noted that Delta’s load factors appear to be low and this is due to the airline’s current policy of keeping the middle seat vacant for social distancing purposes. He noted that overall, passenger traffic is approximately 40% of prior year. He stated that TSA screenings at GNV tracks with screenings around the country. He reported that one employee tested positive and has been quarantining at home; he noted that other employees who may have had contact were tested and their results were negative. Mr. Penksa reported that a passenger called 311 to report to the City that other passengers were observed not wearing facial coverings. Mr. Penksa reported that overall voluntary compliance has been good; there are signs and PA announcements to remind everyone in the terminal to wear facial coverings.

In response to a question from Dr. Norton, Mr. Penksa reported that national passenger traffic from the U.S. DOT is received many months after the fact, however, TSA passenger screening data is current and available on a weekly basis. He indicated that the 40% of prior year traffic level cited earlier is based on TSA passenger screenings.

**Finance Report**

CFO Matthew Lyons experienced a communication issues therefore, Mr. Penksa provided the Finance Report for the month ending October 31, 2020 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

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| --- | --- | --- | --- |
| **Revenue** | **Oct. 2020 Actuals** | **Oct. 2020 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $419,261.51 | $393,247.59 | $26,013.92 |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Oct. 2020 Actuals** | **Oct. 2020 Budget** | **Over / (Under)** |
| Total Expenses | $405,779.13 | $408,162.72 | ($2,383.59) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$13,482.38** | **($14,915.13)** | **$28,397.51** |
| Less: Interest Expense | $13,487.84 | $14,237.84 | ($750.00) |
| **Income (Loss) Before Depreciation** | **($5.46)** | **($29,152.97)** | **$29,147.51** |
|  |  |  |  |
| **CARES Act Revenue** | **$582,116.73** | **$0.00** | **$582,116.73** |
| **Income (Loss) After CARES Revenue** | **$582,111.27** | **($29,152.97)** | **$611,264.24** |

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

**FDOT Public Transportation Grant Agreement # 440065-1-94-21 - Taxiway A Pavement Rehab & Lighting – Resolution 21-001**

Mr. Penksa explained that this task order is for the State’s share of eligible costs, up to five percent (5%), of the Taxiway A Pavement Rehabilitation & Lighting project. He noted that this project is FAA AIP grant eligible and that a grant application will be submitted for ninety percent (90%) of eligible costs to the FAA. He also indicated that Statements of Qualifications from several interested firms in performing the design work have been received and are currently under review by staff.

***Mr. Thomas moved to adopt Resolution 21-001 accepting Public Transportation Grant Agreement # 440065-1-94-21 from the FDOT in the amount $213,500.00. Dr. Norton seconded the motion. A roll-call vote followed: Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye, Mr. Thomas – aye and Ms. Horvath – aye. Mr. Conrad did not respond, presumably due to a communication issue. Motion passed 7-0.***

**FDOT Public Transportation Grant Agreement # 439739-1-94-21 Amendment – Terminal Improvements/Expansion & Parking Lot – Resolution 21-002**

Mr. Penksa reported that the State of Florida is increasing a multi-year grant by $120,000.00 from $500,000.00, which was previously offered and accepted, to $620,000.00. He indicated that the funding would likely be applied to Phase IV of the Terminal Expansion which consists of the airline office and TSA baggage screening construction.

***Mr. Page moved to adopt Resolution 21-002 accepting Public Transportation Grant Agreement Amendment # 438739-1-94-21 providing additional funding of up to $120,000.00 for a new total of $620,000.00 for eligible costs of the Terminal Improvements/Expansion & Parking Lot projects. Mrs. Calderwood seconded the motion. A roll-call vote followed: Mr. Carter – aye, Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye, Mr. Thomas – aye, Mrs. Calderwood - aye and Ms. Horvath – aye. Mr. Conrad did not respond, presumably due to a communication issue. Motion passed 7-0.***

**Tenant Reports:**

University Air Center Chief Operating Officer Debbie Frederick reported that UAC has entered into an agreement with a flight school in Ecuador for helicopter and fixed wing flight training for up to 28 students. UAC anticipates training 4 students per quarter starting in 1st quarter 2021. Ms. Frederick reported that UAC successfully passed a recent Department of Defense audit. She stated that charter flight volume has increased due to football and basketball seasons being underway at UF.

UAC owner Michael Lukowski commented that COVID-19 has negatively impacted Jet-A, but has not impacted AvGas as much. He noted that UAC is still intent on building a new hangar on the site of the former fire station.

Mr. Penksa stated that GACRAA would circulate an RFP for the former fire station site in January.

**Airport Authority:**

Mrs. Calderwood commended Ms. Frederick and Dr. Lukowski on the agreement with the flight school in Ecuador and encouraged asking the Gainesville Area Chamber of Commerce to provide welcome/acclimation tours for the students.

**Adjournment**

At 4:36 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 – November 19, 2020**

**Attachment A**

**Board Report on COVID 19**

The first GACRAA employees tested positive for COVID-19 on November 18th and is out with mild symptoms. All employees believed to have close contact with this person have been tested and are negative and without symptoms. The first has tested negative. 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.

The airport received a 311 call from a passenger complaining some other passengers did not have their masks on properly and sent a picture to the City of two gentleman seated, with their masks hanging from their ears. Occasionally passengers are engaged in eating or drinking at their seats or remove the mask when on their cell phones. Compliance with mask and social distancing requirements continues to be good, however. There is ample room for passengers to separate themselves. Staff make supplemental PA announcements reminding passengers to keep their masks on and maintain social distancing.

**Air Traffic**

Passenger enplanements have leveled off/declined slightly since the week before election day and the recent surge in cases. GNV continues to track at around the national average in enplanement declines vs. 2019. Load factors have declined somewhat as capacity has been added.

We continue to operate with a reduced flight schedule:

Current flight schedule:

* Delta has increased to five roundtrips to Atlanta through the holidays. This is expected to drop to four after the holidays.
* American has 3 round trips to CLT
* American remains at 1 round-trip to DFW
* American remains at 1 roundtrip to MIA (though sporadic, week to week).
* Weekend and Holiday schedules vary

Post COVID TSA screenings reached a peak of 2,839 in week 42 (45% of 2019) and have since declined to 2,508 in week 46 (39% of 2019).

**CARES Funding**

8 draws have been made against the approx. $3.1 million CARES grant, totaling $2,073,814.14. The latest draw was for a $167,797 debt service payment. Measured relief is being granted to rental car companies and airlines in accordance with the approved budget.