**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, February 25, 2021 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 4:05 p.m.

**Invocation:** Mrs. 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, and Bob Page were present.

David Norton and Kinnon Thomas were absent.

Randy Wright participated via Webex, however, Mr. Wright was ineligible to vote because his absence was not due to an “extraordinary circumstance”; for attendance, he was considered absent.

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

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

**Approval of Meeting Highlights of January 28, 2021**

***Mr. Dedenbach moved to approve the GACRAA meeting highlights of January 28, 2021. Mr. Carter seconded the motion. Motion passed.***

**Citizens’ Input – Non-agenda Items:** None. Members of the public present in the Board room did not indicate a request to comment. 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. Conrad moved to approve adoption of the agenda. Mrs. Calderwood 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 – Terminal Expansion*

Displaying an aerial view of the expansion area, Mr. Penksa reported that it won’t be long until existing passenger board bridge (PPB) # 1 will be put back in operation as PBB # 3. He noted that the seating area for PBB # 3 will be in the lower level of the new gate expansion area.

Mr. Penksa reported that exterior aluminum hand rails have been installed on new Gate Ramps 1 – 3. He stated that ramps are to be used if the PBBs are not operational or as emergency exits. He reported that preparation for installation of foundations for two new high-mast apron lighting poles is underway. Speaking of other exterior items, he stated that installation of sunshade louvers along the interior pedestrian ramp is completed; also installed is an aluminum hand rail along the south delivery ramp.

Mr. Penksa reported that installation of a canopy over the outdoor pet relief area began on March 24. He stated that a faux fire hydrant and landscaping will be installed in this area.

Mr. Penksa reported that new perimeter fencing gate have been installed on the western end of the expansion area for access from the aircraft apron to the baggage claim belts; he noted that access controls, camera and gate motor operator have yet to be installed.

Regarding interior work, installation of aluminum ceiling panels and linear LED lighting above the main walkway is underway; acoustic “clouds” have been installed over the seating areas.

Mr. Penksa stated that the water fountain and bottle fill station has been installed.

Mr. Penksa reported that work remains on the interior planters on the lower level and that the space between the planters will be the location of an electric wheelchair lift between the lower and upper levels.

Mr. Penksa stated that plumbing fixtures have been installed in the restrooms and the installation of partitions is underway.

Mr. Penksa reported that all above ceiling code inspections have taken place.

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

Mr. Penksa reported that reroofing work is progressing well; he indicated that solar panels need to be reinstalled. He reported that new roof material and a new lightning protection grid have been installed on parapet.

Mr. Penksa reported that field tile is partially complete in the existing Gate Area and that under carpet/slab electric conduits are in the process of being installed for seat charging stations.

*Terminal Expansion Project Phase III – New Passenger Boarding Bridges*

Mr. Penksa reported that the recent ice storms in Texas have delayed work on the installation of the two new PBBs. He stated that 30’ deep foundations are required to support the bridges and the PBB manufacturer needs to conduct a survey to determine the exact location of where the 30’ foundations need to be placed.

AECOM Project Manager Bill Prange reported that PBBs are in the manufacturer’s welding shop are expected to be available for inspection in April.

*GA Hangar Rehabilitation Project*

Mr. Penksa reported that the louvers for the WWII Hangar, Bldg. GA-2, have been delivered and installation work is expected to be completed by March 1.

*Airport Parking Garage / Multi-Modal Facility*

Mr. Penksa reported that geotechnical work is in progress as core borings are being drilled on the site selected for the facility; the borings are needed to engineer the foundation requirements for the structure.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of January 2021. He noted that General Aviation tower operations are down. He noted that January passenger traffic was down following the November/December holiday increase.

Ms. Horvath complimented staff on the expeditious use of the CARES Act funding.

**Finance Report**

CFO Matthew Lyons provided the Finance Report for the month ending January 31, 2021 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

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| --- | --- | --- | --- |
| **Revenue** | **Jan. 2021 Actuals** | **Jan. 2021 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $440,228.71 | $427,035.30 | $13,193.41 |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Jan. 2021 Actuals** | **Jan. 2021 Budget** | **Over / (Under)** |
| Total Expenses | $402,833.52 | $409,053.43 | ($6,219.91) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$37,395.19** | **$17,981.87** | **$19,413.32** |
| Less: Interest Expense | $13,487.84 | $14,237.84 | ($750.00) |
| **Income (Loss) Before Depreciation** | **$23,907.35** | **$3,744.03** | **$20,163.32** |
|  |  |  |  |
| **CARES Act Revenue** | $0.00 | $0.00 | $0.00 |
| **Income (Loss) After CARES Revenue** | **$23,907.35** | **$3,744.03** | **$20,163.32** |
|  |  |  |  |

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

**Facilities & Planning Committee Report**

Committee Chair Gerry Dedenbach reported that the Facilities & Planning Committee met on February 24, 2021 to receive qualification presentations from the top ranked firms for design of two projects. He stated that the meeting lasted four hours.

Mr. Dedenbach reported that the three firms that presented qualifications for the Taxiway A Rehabilitation & Reconfiguration and Taxiway E Extension & Reconfiguration project were Pond, AECOM and Kimley-Horn. He stated that the final ranking, determined by the committee following the presentations, for this project were:

|  |  |
| --- | --- |
| **Rank** | **Firm** |
| 1 | AECOM |
| 2 | Kimley-Horn |
| 3 | POND |

Mr. Dedenbach reported that the three firms that presented qualifications for the General Aviation Rehabilitation project were: AECOM, Kimley-Horn and Michael Baker International. He stated that the final ranking, determined by the committee following the presentations, for this project were:

|  |  |
| --- | --- |
| **Rank** | **Firm** |
| 1 | Michael Baker International, Inc. |
| 2 | AECOM |
| 3 | Kimley-Horn |

Mr. Dedenbach reported that Michael Baker International, Inc. has its own data collection vehicle that provides LiDAR and ground penetrating radar which would provide valuable information regarding the subgrade base and soil conditions. He stated that the committee directed staff to negotiate the use of the vehicle for data collection to assist AECOM for design of the Taxiways project.

* ***Request for Statements of Qualifications # 20-004 – Design Taxiway A Rehabilitation & Reconfiguration and Taxiway E Extension & Reconfiguration- Resolution 21-005***

Mr. Penksa stated that Resolution 21-005 authorizes negotiation of an agreement with AECOM, the top ranked firm for the design of the Taxiway A Rehabilitation & Reconfiguration and Taxiway E Extension & Reconfiguration project; he indicated that if an agreement is not reached with AECOM, staff would then negotiate with the second ranked firm, Kimley-Horn.

***Mr. Conrad moved to adopt Resolution 21-005 authorizing negotiation of an agreement with AECOM Technical Services, Inc. for engineering, planning and consulting services for design of the Taxiway A Rehabilitation & Reconfiguration and Taxiway E Extension & Reconfiguration projects. Mr. Carter seconded the motion. A roll-call vote followed: Mrs. Calderwood – aye, Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Page – aye and Ms. Horvath – aye. Motion passed 6-0.***

* ***Request for Statements of Qualifications # 20-005 – Design Services – General Aviation Apron Reconstruction & Rehabilitation – Resolution 21-006***

Mr. Penksa stated that Resolution 21-006 authorizes negotiation of an agreement with Michael Baker International, Inc, the top ranked firm for design of the General Aviation Reconstruction & Rehabilitation project; he indicated that if an agreement is not reached with Michael Baker International, staff would then negotiate with the second ranked firm, AECOM.

Mr. Penksa indicated that agreements would be submitted to the Board for approval subject to legal counsel, FAA and FDOT review and approval.

***Mrs. Calderwood moved to adopt Resolution 21-006 authoring negotiation of an agreement with Michael Baker International, Inc. for engineering, planning and consulting services for design of the General Aviation Apron Reconstruction & Rehabilitation project. Mr. Page seconded the motion. A roll-call vote followed: Mr. Carter – aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Page – aye, Mrs. Calderwood – aye and Ms. Horvath – aye. Motion passed 6-0.***

**Finance, Audit & Operations Committee Report**

Committee Chair Gerry Dedenbach reported that the Finance, Audit & Operations Committee met following the Facilities & Planning Committee on February 24, 2021. He stated that the committee considered the responses to a Request for Letters of Interest for providing aeronautical services in the former Eclipse Aviation hangar, Bldg. GA-02.

Mr. Penksa reported that Chippewa Aerospace first contacted the Chamber as directed by the marketing material for Bldg. GA-02. He stated that Chippewa Aerospace designs and installs aircraft components.

Mr. Penksa reported that two other firms were also interested in the hangar. He stated that Aviation Partners Global Services, Inc designs and installs equipment on business and military aircraft and is also interested in operating as an FBO, which is a deal-breaker for this firm. Mr. Penksa stated that the Request for Letters of Interest was not an RFP for an FBO, which would likely have generated more respondents although profitability of two FBOs at GNV is not certain at this time. He reported that a third respondent, Rennia Aviation, currently occupies a corporate hangar at GNV and is interested in more storage space and eventually operating as an FBO, but this is not a deal-breaker for Rennia Aviation. He stated that if the selected firm is Chippewa Aerospace, Inc. it will be necessary to consult with Bond Counsel to determine if the Chippewa Aerospace operations will qualify for tax-exempt status for the bond that financed the construction of the facility.

* ***Request for Letters of Interest # 21-004 – Lease Former Eclipse Hangar –  
  Resolution 21-007***

***Mrs. Calderwood moved to adopt Resolution 21-007 authorizing negotiation of a lease agreement with Chippewa Aerospace, Inc. for Building GA-02, also known as the former Eclipse Aviation hangar. Ms. Horvath seconded the motion. A roll-call vote followed: Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Page – aye, Mrs. Calderwood – aye, Mr. Carter - aye and Ms. Horvath – aye. Motion passed 6-0.***

**FDOT Joint Participation Agreements (JPA) #s 438739-1-94-16 and 438739-1-94-19 Termination – Resolution 21-008**

Mr. Penksa reported that FDOT is required to change the format of its Joint Participation Agreements to meet the requirements of a Florida Statute. He noted that although these two JPAs will be terminated, the remaining available funding will be moved to an existing Public Transportation Grant Agreement.

***Mr. Dedenbach moved to adopt Resolution 21-008 terminating FDOT Joint Participation agreement numbers 438739-1-94-16 and 438739-1-94-19. Mrs. Calderwood seconded the motion. A roll-call vote followed: Mr. Dedenbach – aye, Mr. Page – aye, Mrs. Calderwood – aye, Mr. Carter - aye, Mr. Conrad – aye and Ms. Horvath – aye. Motion passed 6-0.***

**FDOT Public Transportation Grant Agreement (PTGA) # 438739-1-94-21 Amendment #3 – Terminal Improvements/Expansion & Parking Lot Additional Funding – Resolution 21-009**

Mr. Penksa reported that this PTGA is amended to accept the transfer of funds from the aforementioned terminated JPA.

***Mr. Dedenbach moved to adopt Resolution 21-009 accepting Amendment # 3 of Public Transportation Grant Agreement # 438739-1-94-21 from the Florida Department of Transportation for additional funding of the Terminal Improvement/Expansion and Parking Lot projects. A roll-call vote followed: Mr. Page – aye, Mrs. Calderwood – aye, Mr. Carter - aye, Mr. Conrad – aye, Mr. Dedenbach – aye and Ms. Horvath – aye. Motion passed 6-0.***

**FDOT Public Transportation Grant Agreement # 440065-1-94-21 Amendment # 1 – Description to Include Design & Construction T/W A and Design T/W E – Resolution 21-010**

Mr. Penksa reported that this PTGA amendment is an offer to include Design & Construction of Taxiway A Rehabilitation, Lighting Reconfiguration and the Design of Taxiway E in the scope of work for the existing grant.

***Mrs. Calderwood moved to adopt Resolution 21-010 accepting amendment # 1 to Public Transportation Grant Agreement # 440065-1-94-21 from Florida Department of Transportation for Design & Construction of Taxiway A Rehabilitation, Lighting Reconfiguration and the Design of Taxiway E. Mr. Page seconded the motion. A roll-call vote followed: Mrs. Calderwood – aye, Mr. Carter - aye, Mr. Conrad – aye, Mr. Dedenbach – aye, Mr. Page – aye and Ms. Horvath – aye. Motion passed 6-0.***

**Tenant Reports:**

University Air Center Chief Operating Officer Debbie Frederick reported that UAC received an International Cirrus Vision Jet Facility of the Year Award. She stated that UAC has purchased a van which will be outfitted as a service van so that UAC can support Cirrus Vision Jets at other airports.

Ms. Frederick reported that Navy T-45 aircraft will be operating missions at GNV from April 2 to April 16 and civilian T-6 aircraft will also be on hand April 7 to April 13.

Ms. Frederick reported that UAC currently has 8 job openings; she stated the that the positions are posted on Indeed.com.

**Other Information:**

Marketing Manager Erin Porter reported that the IdentoGO vehicle will be on-site April 5 – 9 and April 12 – 16 for TSA PreCheck application and enrollment.

**Airport Authority:** None

**Adjournment**

At 5:05 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 – February 25, 2021**

**Attachment A**

**Board Report on COVID 19**

There are no known, active COVID cases amongst GACRAA, staff, airlines or TSA. There are no labor shortages due to illness.

Mask compliance and availability within the terminal continue to be good. There is a new federal mandate for requiring masks “on the airport”. TSA is responsible for enforcing mask compliance against the airport. We have been conferring with TSA staff and industry groups regarding the limits of the new mandate, which have been unclear. We are not requiring masks in private vehicles on airport property or in areas where social distancing by workers and tenants is easily attainable, particularly outdoors or in private hangars. We continue to take a soft approach to compliance with passengers when needed and they have been responsive.

**Air Traffic**

Passenger traffic continues to remain at low levels since the holidays. On a regular statewide call of airport managers and the FDOT Secretary, it was estimated that leisure traffic in Florida is down approx. 30-35% and business travel is still down 60-65% from the year prior. International and heavier business-mix markets like GNV, TLH, MLB and DAB continue to be hardest hit. Coastal, Florida tourist markets continue to outperform the rest of the country with declines of approximately 20%. General aviation activity remains strong with more people and businesses who are capable of doing so hiring private charters.

We continue to monitor discussions about airlines or government requiring travelers to be tested or show proof of vaccination before flying. Some airports are making facilities available for local vaccination stations.

We continue to operate with a reduced flight schedule. MIA has been suspended through March. One CLT round trip has been added, however.

Staff is monitoring some calls for testing before domestic flights. Some large hubs have coordinated with local health officials to locate testing stations at the airport.

April flight schedules are still tentative:

* Delta April schedule has not been finalized. No major changes anticipated (3/4 round trips daily). Equipment changes, if any, won’t be available until April 1.
* American will remain at 4 daily round trips to CLT.

* American will remain at 2 daily round-trips to DFW on CRJ700 aircraft.
* MIA service is indefinitely suspended.

Post COVID TSA screenings reached a peak of 3,081 in week 47 of last year (50% of 2019) they have vacillated up and down since then and are currently at 2,441 in week 7 of this year (41% of 2020).

**CARES Funding**

The final draw of $394,960.79 was made against the original CARES funding on February 17. The draw was for reimbursements of payroll and misc. operating expenses. The grant has been closed out.

Congress passed and the President signed the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) on December 27th. The legislation makes approximately $1.75 Billion available to Primary Commercial Service Airports like GNV. The funds are being distributed based on CY2019 enplanement figures similar to the Airport Improvement Program entitlement formula. Un-allocated funds from the original CARES program were also added and redistributed. GNV’s award will be $2,293,744. Staff has returned the required application form (the first one returned). We have not been notified when funds will be available for draw. GNV may use these funds for costs related to operations, personnel, debt service payments, and approved capital expenditures. Only expenses occurring after December 27, 2020 are eligible for reimbursement. All funds must be used within four years. Staff expects the funds to be drawn down within the next 12 months.

GNV is not subject to the employee retention requirements in the legislation.

Additional funds to provide airport rental car operators, on-airport parking providers and terminal concessionaires relief from rent and minimum annual guarantees (MAG) was included in the legislation. GNV’s award is $58,000. We are required to distribute these funds based on a concessionaire’s proportional share of the airport’s total concession income. Relief can be granted for rents due after the Bill signing date of 12/27/2020. GNV may retain 2% of the funds to cover administrative costs. Staff has already submitted the required application for the funds. Staff is awaiting more specific guidance on the disbursement of these funds.