**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

 **Thursday, August 26, 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 4:02 p.m.

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

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

**GACRAA Board Appointment:**

Mr. Penksa reported that the Gainesville City Commission has appointed a new GACRAA Board member, Ms. Harriet Davis. The Board welcomed Ms. Davis.

**GACRAA Board Resignation:**

Mr. Penksa reported that Bill Conrad resigned from the Board having submitted a letter of resignation to Governor DeSantis.

**Roll Call**

Authority Members Present: Jean Calderwood, Craig Carter, Harriet Davis, Gerry Dedenbach, Grace Horvath, David Norton, Bob Page, and Kinnon Thomas were present.

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

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

**Approval of Meeting Highlights of July 29, 2021**

***Dr. Norton moved to approve the GACRAA meeting highlights of July 29, 2021. Mr. Thomas 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. Dr. Norton seconded the motion. Motion passed.***

**Information Items**

*Correspondence from U.S. Senator Rick Scott*

Mr. Penksa distributed congratulatory notes from Senator Rick Scott to GACRAA’s officers. The notes cited the opening of the Terminal Expansion – Phase II.

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

Mr. Penksa recalled that work continues on punch-list items throughout the terminal. He noted that some signage needs to be removed or relocated. He indicated that retiling of vestibules 4 & 5 as well as store front rehabilitation and glass re-sealing work remains to be completed in existing Gate 4 and 5 vestibules.

Mr. Penksa reported that all plumbing and electrical work behind the walls is complete and awaiting inspection in the east side restroom expansion area. He indicated that some drywall, in preparation for tiling, is underway.

*Terminal Expansion Project Phase III – New Passenger Boarding Bridges (PBBs)*

Mr. Penksa reported that the PBBs are complete and airport facilities personnel have been trained on maintenance of the bridges. He stated that there are some punch-list items but the bridges are ready to be put into regular operation. Mr. Penksa reported that Delta Air Lines had an issue with the parking location for A-319 aircraft at one of the bridges; the consultant is working with Delta to move the location. He reported that IT personnel from Delta Air Lines will be on-site on September 6 to move their computer equipment to Gates 1 and 2.

*Marketing*

Mr. Penksa reported that Ms. Porter occupied a booth and presented at the North Central Florida Outdoor Expo at the World Equestrian Center in Ocala on Saturday, August 14. He stated that GNV’s K-9 Beamer did a demonstration at the event.

Ms. Porter reported that 150 vendors and 5,000 people attended the event. She reported that the demonstration by Beamer and the accompanying 20-minute presentation on GNV included how GACRAA’s K-9 helps keep the airport safe were well attended. Mr. Porter reported that the presentation was shown on two jumbotron video screens and that everyone in the facility could hear and see it.

Ms. Porter stated that most of the attendees were from Ocala and The Villages and several indicated that they would like to include GNV in future travel plans.

Mr. Penksa reported that staff recently submitted a proposal to Breeze Airways which indicated some interest in GNV at the recent Routes Americas Air Service Development conference in Orlando. He stated that Breeze Airways is purchasing a fleet of 130-seat A-220 aircraft and their route planner is a Gator.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of July, 2021. He stated that General Aviation operations were down primarily due to weather. He reported that American Airlines still plans to resume one flight per day to MIA on October 7.

**Finance Report**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **July 2021 Actuals** | **July 2021 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $589,115.59  | $466,988.90  | $122,126.69  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **July 2021 Actuals** | **July 2021 Budget** | **Over / (Under)** |
| Total Expenses | $428,567.20 | $481,032.19 | ($52,464.99) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$160,548.39**  | **($14,043.29)** | **$174,591.68**  |
| Less: Interest Expense | $0.00 | $12,602.22 | ($12,602.22) |
| **Income (Loss) Before Depreciation** | **$160,548.39**  | **($26,645.51)** | **$187,193.90**  |
|  |  |  |  |
| **CARES Act Revenue** | $0.00 | $0.00 | $0.00  |
| **Income (Loss) After CARES Revenue** | **$160,548.39**  | **($26,645.51)** | **$187,193.90**  |

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

**FAA Airport Rescue Grant Application and Acceptance – Resolution 21-023**

Mr. Penksa reported that this grant is the third round of COVID-19 relief funds for airports. He stated that the grant, in the amount of $3,547,689, can be used for any purpose for which airport funds may be lawfully used. He indicated that staff has been utilizing relief funds primarily for personnel costs, utility bills and police and fire protections services.

***Mr. Thomas moved to adopt Resolution # 21-023 authorizing acceptance of an Airport Rescue Grant # 3-12-0028-049-2021 from the U.S. Department of Transportation, Federal Aviation Administration. Mr. Dedenbach seconded the motion. A roll-call vote followed: Mrs. Calderwood – aye, Mr. Carter – aye, Ms. Davis – aye, Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye, Mr. Thomas – aye and Ms. Horvath – aye. Motion passed 8-0.***

**Facilities & Planning Committee Report**

Committee Chair Gerry Dedenbach reported that the committee met prior to this Board meeting and considered the following two items: Request for Proposals # 21-003 Food, Beverage, News and Gifts Concession and Request for Letters of Interest # 21-004 – Construction of an Aircraft Hangar Facility.

*Request for Proposals # 21-003 Food, Beverage, News and Gifts Concession – Recommendation - Resolution 21-024*

Mr. Penksa reported that two proposals were received in response to RFP # 21-003. He stated that staff reviewed and ranked the proposals, submitted by the incumbent, Tailwind Concessions, and by Metz Culinary Management on several criteria:

* Qualifications and Experience;
* Financial Capabilities of the Firm;
* Proposed Concept and Theme (including proposed menus);
* Proposed Capital Improvements and Investment;
* Contract Compliance;
* DBE Participation; and
* GACRAA Revenue Potential

Mr. Penksa displayed illustrations of the concepts submitted by the two proposers for each of the three concession locations (two existing locations and one new, ready for build-out, in the terminal expansion).

Mr. Penksa reported that staff ranked Tailwind, which proposed a higher percentage of gross and themes that were more consistent with the terminal and the local area, higher than Metz

Mr. Dedenbach concurred reporting that Tailwind has management on-site and is very responsive to airport comments and requests. He reported that Metz requested a Concession Agreement buy-out provision that is unfavorable to the Airport. He stated that the local themes submitted by Tailwind was favored by the committee which recommends accepting the proposal submitted by Tailwind.

***Mr. Thomas moved to adopt Resolution 21-024 authorizing negotiation of a Food, Beverage, News and Gift Concession Agreement with Tailwind. Mr. Carter seconded the motion.***

Mrs. Calderwood commented that she appreciates that Tailwind was loyal during the COVID-19 slowdown in traffic by providing limited service.

***A roll-call vote followed: Mr. Carter – aye, Ms. Davis – aye, Mr. Dedenbach – aye, Dr. Norton – aye, Mr. Page – aye, Mr. Thomas – aye, Mrs. Calderwood – aye and Ms. Horvath – aye.***

***Motion passed 8-0.***

*Request for Letters of Interest # 21-004 – Construction of an Aircraft Hangar Facility*

Mr. Penksa reported that there was only one response to the Request for Letters of Interest # 21-004 but the response was submitted after the date that responses were due. Therefore, staff recommends readvertising the RFI # 21-004 with a new due date.

***It was the consensus of the Board to readvertise RLI# 21-004.***

*Baggage Handling System - Update*

Mr. Penksa reported that recent cost estimates are higher than originally expected and that some elements of the Baggage Handling System (BHS) are not FAA AIP grant eligible. He noted also that the decline in passenger traffic due to COVID-19 has resulted in reduced PFC collections which were anticipated to help fund the project. He stated that staff is working with the consultant to devise a phased project that would move toward expanding airline office and ticketing counter space and include a new baggage handling system that can be upgraded to a mini in-line system at a later date.

Mr. Penksa provided a presentation illustrating the existing floor plan for the airline offices, ticket counters and baggage handling system and the Full In-Line Baggage Handling System (Option B) improvements that were previously approved by GACRAA. In addition, Mr. Penksa presented illustrations of a new, phased approach to the project, the BHS Phase 1 Option.

Mr. Penksa summarized the following project features of the BHS Phase 1 Option as illustrated in the presentation:

* Frees up existing space under terminal roof for inclusion of a third airline ticket office.
* Extension to house in-line EDS screening machine is deferred until Phase II. Bags continue to be dropped off and screened in the lobby.
* A single bag-makeup carousel is constructed that may be shared with a third airline.
* American will continue to use its existing bag makeup conveyor. A short extension may be added for additional convenience.
* The covered, bag conveyor belt constructed in Phase I will be re-used in Phase II.
* Single carousel eliminates the need for: sitework: significant paving, drainage and mitigation; relocation of security gate and dumpster. Second carousel would be added in Phase II.
* Existing FDOT funding can be utilized and retained.
* Possibility for future FDOT or TSA funding of Phase II as well as PFC collections.

Mr. Penksa reported that the previously approved Full In-Line BHS Option B is estimated to cost approximately $12 million. He indicated that the BHS Phase 1 Option is estimated to cost $4.8 million of which the GACRAA share would be approximately $336,000.

Mr. Penksa reported that the following funding is currently available for the BHS Phase 1 Option project:

|  |  |
| --- | --- |
| **Funding Source** | **Amount** |
| PFC Collections | $2,067,702.50 |
| FDOT Strategic Infrastructure System (SIS) Funding | $2,067,702.50 |
| FDOT AV Development Grant | $335,605.00 |
| GACRAA Share | 335,605.00 |
| **Total** | **4,806,615.00** |

Mr. Penksa noted that staff would continue to pursue TSA funding for an in-line baggage screening system. He noted that as passenger traffic continues to pick up, future PFC collections could be applied to the Phase II and that some elements of Phase II could be eligible for FAA AIP funding. Mr. Penksa explained that the FDOT SIS funding needs to be utilized soon or the Airport would be in jeopardy of losing the funds.

In response to a question from Dr. Norton regarding the impact on airline operations, AECOM Project Manager Bill Prange stated that the BHS Phase 1 Option would be planned in phases to reduce disruption to Delta Air Lines operations. He stated that a small trailer would be utilized to accommodate their office space requirements and that some work would be staged for overnight completion when there is no flight activity.

Mr. Prange estimated that the construction schedule would be approximately 12 months.

***Mr. Thomas moved to approve moving forward with Baggage Handling System – Phase 1 Option as presented. Mr. Dedenbach seconded the motion. Motion passed.***

**Governance & Nominating Committee Report**

Chair Horvath reported that the Governance & Nominating Committee met and discussed the importance of continuity in regard to the leadership of GACRAA. She reported the Board will vote at its September meeting and that the committee nominates the follow slate of candidates:

* ***David Norton – Chair***
* ***Gerry Dedenbach – Vice-Chair***
* ***Craig Carter – Secretary/Treasurer***

**Tenant Reports:** University Air Center General Manager Debbie Frederick reported that General Aviation traffic is down due to weather. She indicated that organ transport activity is down due to the spike in COVID-19 cases and limited ICU availability locally. She reported that four Super Hornets visited UAC on August 24th. She stated that the new hangar that UAC is building on the former ARFF site is anticipated to be ready for occupancy by the beginning of the second quarter of 2022.

**Airport Authority:**  None

**Other**: Ms. Porter stated that the TSA Pre-check mobile unit is presently at the Airport from August 23 to 27, 2021.

**Adjournment**

At 4:58 p.m., there being no further business, the meeting was adjourned.

**GACRAA Monthly Meeting**

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Chair Date

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Secretary/Treasurer Date