**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

 **Thursday, December 16, 2021 at 4:00 p.m.**

**Airline Terminal Board Room**

**Monthly Meeting Highlights**

**Call To Order By the Chair** –Vice-Chair Gerry Dedenbach called the meeting to order at 4:01 p.m.

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

**Pledge of Allegiance:** Vice-Chair Dedenbach led the Pledge of Allegiance.

**Roll Call**

Authority Members Present: Jean Calderwood, Craig Carter, Gerry Dedenbach, Bob Page and Kinnon Thomas were present.

Harriet Davis and David Norton were absent.

Grace Horvath arrived after roll call; six members were present to vote.

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

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

**Approval of Meeting Highlights of November 18, 2021**

***Mr. Carter moved to approve the GACRAA meeting highlights of November 18, 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. Mr. Page seconded the motion. Motion passed.***

**Information Items**

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

Mr. Penksa reported that renovations of all restrooms are complete. He noted that the contractor continues to work on cosmetic matters with tile, restroom fixture adjustments and punch list items.

*Terminal Expansion Project Phase III – Rehabilitation of Existing Passenger Boarding Bridges 3, 4 and 5*

Mr. Penksa reported that the contractor working on the PBBs rehabilitation, Ameribridge, Inc., is in receivership and has ceased operations. He stated that staff has contacted the contractor’s bonding agency to resolve the unfinished project. He reported that work on two of the bridges has been completed. Mr. Penksa reported that the bonding company is assisting in arranging for an Ameribridge sister company to complete the work on the third PBB.

*Terminal Expansion Project Phase IV – Construct Baggage Handling system and Airline Ticket Office Expansion / Renovations*

Mr. Penksa reported that a design task order for Phase 1 of the Baggage Handling System is on today’s agenda for consideration.

*Airport Parking Garage / Multi-Modal Facility*

Mr. Penksa reported that a design task order for this project is on today’s agenda for consideration.

*Federal Infrastructure Investment and Jobs Act (IIJA 2021 Public Law 117-58)*

Mr. Penksa reported that GACRAA is anticipated to receive approximately $2,378,103, an amount established by customary FAA AIP distribution based on enplanements. He recalled that the General Aviation Rehabilitation & Reconstruction Project and the Taxiway A & E Projects were being planned in phases to match programmed FY2022 and FY2023 AIP funding. He reported that the $2,378,103 from the IIJA has been programmed by the FAA Orlando ADO to help fund the Taxiway E Extension Project and is awaiting additional FAA approval.

*Uber*

Mr. Penksa stated that Uber contacted State Senator Keith Perry’s office regarding escalating pick-up fees at Florida’s airports. He reported that Senator Perry has introduced a bill to limit the airport pick-up fee to $2.00. He also reported that the Florida Airports Council does not support the bill. Mr. Penksa noted that GACRAA had raised its pick-up fees to $3.00 last year for both Transportation Network Companies as well as taxis and limos.

*Air Traffic Volume Reports*

Mr. Penksa reviewed the Air Traffic Volume Reports, Fuel Flowage and Load Factors for the month of November, 2021.

**Finance Report**

CFO Matthew Lyons provided the Finance Report for the month ending November 30, 2021 in the agenda packet. He briefly explained various revenue and expense items that varied from budget.

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | **Nov 2021 Actuals** | **Nov 2021 Budget** | **Variance Over / (Under)** |
| Total Operating Revenue | $629,864.66  | $551,275.52  | $78,589.14  |
|  |  |  |  |
|  |  |  |  |
| **Expenses** | **Nov 2021 Actuals** | **Nov 2021 Budget** | **Over / (Under)** |
| Total Expenses | $482,514.79 | $488,035.10 | ($5,520.31) |
|  |  |  |  |
|  |  |  |  |
| **Income (Loss) Before Depreciation and Interest** | **$147,349.87**  | **$63,240.42**  | **$84,109.45**  |
| Less: Interest Expense | $0.00 | $0.00 | $0.00  |
| **Income (Loss) Before Depreciation** | **$147,349.87**  | **$63,240.42**  | **$84,109.45**  |
|  |  |  |  |
| **ACRGP1** | $272,760.70 | $0.00 | $272,760.70  |
| **CARES Act Revenue** | $0.00 | $0.00 | $0.00  |
|  |  |  |  |
| **Income (Loss) After CARES Revenue** | **$420,110.57**  | **$63,240.42**  | **$356,870.15**  |
|  |  |  |  |

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

**Facilities and Planning Committee Report**

Committee Chair Dedenbach reported that the committee met on December 13, 2021.

*Request for Letters of Interest # 21-004 – Construction of an Aircraft Hangar Facility – Ed and Nate Hangar, LLC – Alternate Site*

Mr. Penksa recalled that the site identified in the Request for Letters of Interest # 21-004 for Construction of Aircraft Hangar Facility was awarded to Ed and Nate Hangar, LLC. He reported that the FDEP evaluation of underground storage tanks on the site is behind schedule. Mr. Penksa recommended allowing Ed and Nate Hangar, LLC to build on an alternate site in order to expedite the hangar project. Mr. Penksa presented an illustration of the alternate site which is currently occupied by four Port-a-Port hangars located northeast of the Air Methods hangar. He stated that the four Port-a-Port hangars could be relocated; he indicated that staff is obtaining quotes and that the costs would be eligible for FDOT funding.

***Mr. Thomas moved to approve the relocation of the Ed and Nate Hangar, LLC development site, as described. Mrs. Calderwood seconded the motion. Motion passed.***

*Approval of Exec Jet Club, LLC, Sub-lease to Rennia Aviation Services, LLC (Buildings GA-03 and GA-04) – Resolution 22-005*

Mr. Penksa reported that Rennia Aviation Services, LLC currently rents hangar GA-04 from Exec Jet Club, LLC. He reported that Exploration Services, the company that rents hangar GA-03 from Exec Jet Club, LLC, plans to vacate. Mr. Penksa reported that Rennia Aviation Services, LLC would like to sublease from Exec Jet Club, the entire site, consisting of buildings GA-03, GA-04, adjacent apron, taxiway and automobile parking.

Mr. Penksa provided a brief explanation of the history of Exec Jet Club, LLC at GNV and the principal’s current legal situation which is m*anaged* by the U.S. Department of Justice. He reported that Attorney for the Authority, Matthew Foster, is working with DOJ for approval and signatory details regarding the sublease documents.

***Mr. Thomas moved to adopt Resolution 22-005 consenting to the sublease of buildings GA-03 and GA-04 by Exec Jet Club, LLC to Rennia Aviation Services, LLC. Ms. Horvath seconded the motion. A roll-call vote followed:***  ***Ms. Horvath – aye, Mr. Page – aye, Mr. Thomas – aye, Mrs. Calderwood – aye, Mr. Carter – aye and Mr. Dedenbach – aye. Motion passed 6-0.***

*AECOM Task Order # 45 Terminal Expansion Project Phase IV – Construct Baggage Handling System Phase 1 Option and Airline Ticket Office Expansion / Renovations – Resolution 22-006*

Mr. Penksa recalled that the Board previously approved the Terminal Expansion Project Phase IV in a phased approach consisting of the construction/installation of Baggage Handling System Phase 1 Option and Airline Ticket Office Expansion and Renovations. He noted that the phasing is planned to align with available funding. He reported that AECOM Task Order # 45 is for the design, permitting and bid/award phase services for this project.

Mr. Penksa displayed a spreadsheet which outlined the estimated costs of the project and the anticipated funding sources. Mr. Penksa stated that the fee for Task Order # 45 is $494,047 and the documents and bidding are expected to be completed in 8 months.

***Mr. Thomas moved to adopt Resolution 22-006 authorizing execution of AECOM Technical Services Task Order # 45 in the amount of $494,047 for the design, permitting and bid/award phase services for the Airline Ticket Office and Baggage Handling System – Phase 1 (Terminal Expansion Phase IV). Mr. Carter seconded the motion. A roll-call vote followed:***  ***Mr. Page – aye, Mr. Thomas – aye, Mrs. Calderwood – aye, Mr. Carter – aye, Ms. Horvath – aye and Mr. Dedenbach – aye. Motion passed 6-0.***

*Airport Industrial Park – Project Mercury (Information Item)*

Mr. Penksa displayed an aerial view of the site being considered for purchase by SiVance-Milliken. He stated that the company is now interested in purchasing approximately 6.71 acres instead of 10 acres and an updated appraisal conducted by Emerson Appraisal provided a market value estimate of $215,000.

Mr. Penksa reported that FAA approval is required to sell the property as it is currently considered federally encumbered for airport purposes and that staff is working toward satisfying various FAA requirements to sell the property. He stated that SiVance-Milliken is working on an environmental assessment of the site. He noted that the FAA Orlando ADO does not have any objections to releasing the encumbered property although a notice will need to be published in the Federal Register in order to obtain approval.

***None of the GACRAA Board members expressed any concern about moving forward with selling the 6.71 acres to SiVance-Milliken.***

*TranSystems Task Order # 7 Multi-modal Transportation Facility – Resolution 22-007*

Mr. Penksa reported that Task Order # 7 would be the last task to have TranSystems provide final design-build documents and bid phase services for the Multi-modal Transportation Facility. He noted that fifty percent (50%) of the $104,261.00 cost will be funded by an existing FDOT grant.

***Mr. Thomas moved to adopt Resolution 22-007 authorizing execution of Task Order # 7 with TranSystems, Inc. and approving the scope of work for architectural, engineering and planning services associated with the Multi-modal Transportation Facility Project. Mr. Carter seconded the motion.***  ***A roll-call vote followed:***  ***Mr. Thomas – aye, Mrs. Calderwood – aye, Mr. Carter – aye, Ms. Horvath – aye. Mr. Page – aye and Mr. Dedenbach – aye. Motion passed 6-0.***

*GACRAA Concurrence - Airport Industrial Park Land Sale to UF Health –Resolution 22-008*

Mr. Penksa recalled that the Board previously expressed no objection to the potential sale by the City of Gainesville of Lot 5 and a portion of Lot 3 in the Airport Industrial Park. He reported that the sale of the property, consisting of approximately 8.3 acres, was approved at the purchase price of $312,500 by the Gainesville City Commission on November 18, 2021. Mr. Penksa noted that the purchase price is consistent with the average appraised values of the property based upon an appraisal effective February 21, 2021 by Santangini Appraisals and another by Emerson Appraisals on September 21, 2021. He reported that GACRAA will receive the proceeds of the sale.

City of Gainesville Director of Economic Development Dr. Erik Bredfeldt reported that Florida Food Service, located in the Airport Industrial Park, is still interested in purchasing the unsold portion of Lot 3 which is adjacent to their property.

Mr. Dedenbach announced that he would abstain with voting on this item due to his firm’s involvement in developing the property for UF Health.

***Mr. Thomas moved to adopt Resolution 22-008 concurring with the sale of Parcel # 08162-005-000 (Lot 5) and the northeastern portion of Parcel # 08162-003-000 (Lot 3) together consisting of 8.3 more or less acres, within the Airport Industrial Park, by the City of Gainesville for developing and improving the Gainesville Regional Airport; and providing an immediate effective date. Mr. Carter seconded the motion. A roll-call vote followed:***  ***Mrs. Calderwood – aye, Mr. Carter – aye, Ms. Horvath – aye. Mr. Page – aye and Mr. Thomas – aye. Mr. Dedenbach abstained. Motion passed 5-0. (Note: Mr. Dedenbach filed Form 8F with staff on 12/21/2021.)***

**Letter of Engagement – Purvis Gray & Co. FY2020-2021 Audit Report – Resolution 22-009**

Mr. Lyons reported that this letter of engagement is similar to past agreements although Purvis Gray & Company proposed a price increase of $500.00 which will bring the total price to $29,500.

***Mr. Page moved to adopt Resolution 22-009 authorizing execution of Audit Engagement Letters with Purvis Gray & Company for performance of audit services associated with the required FY2020-2021 financial and Passenger Facility Charge Program audits. Mr. Thomas seconded the motion. A roll-call vote followed: Mr. Carter – aye, Ms. Horvath – aye, Mr. Page – aye, Mr. Thomas – aye, Mrs. Calderwood – aye and Mr. Dedenbach – aye. Motion passed 6-0.***

**Public Risk Management of Florida (PRM) – Airport Property and Casualty Insurance –
Resolution 22-010**

Mr. Penksa reported that two quotes were obtained for Airport Property Liability Insurance. He recalled that Public Risk Management of Florida has been providing group health insurance to GACRAA employees for a few years. Mr. Penksa distributed copies of the PRM proposal which included a comparison to the renewal policy quoted by the incumbent carrier. He reported that PRM has quoted a savings of $46,407 versus the incumbent carrier for equal and in some cases a higher level of coverage.

Mr. Page asked about the rating of the underlying insurance company. Ballator representative Justin Wiley stated that the Ballator is the parent company of World Risk Management which is the administrator of the PRM pool. Mr. Wiley reported that excess coverage is purchased from “A” rated carriers. He stated that the pool was established in 1987 and has always had adequate surplus.

Mrs. Calderwood stated that she would support the motion due to the additional coverage, specifically active shooter coverage, offered by PRM.

Mr. Carter noted that the pool has secondary coverage for catastrophic events.

***Mr. Thomas moved to adopt Resolution 22-010 approving the selection of Public Risk Management of Florida (PRM) to provide property and casualty insurance coverage administered by World Risk Management, LLC and authorizing execution of a two-year coverage agreement. Mr. Carter seconded the motion. A roll-call vote followed: Ms. Horvath – aye, Mr. Page – aye, Mr. Thomas – aye, Mrs. Calderwood – aye, Mr. Carter – aye and Mr. Dedenbach – aye. Motion passed 6-0.***

**Tenant Reports:** University Air Center General Manager Debbie Frederick reported that UAC is awaiting the arrival of two newly acquired Cirrus Vision Jets which will be added to UAC’s Part 135 certificate. She reported that the self-fueler is still out-of-service due to a lack of parts. She invited GACRAA Board and staff to the annual UAC Christmas party on Saturday, December 18 in the WWII hangar.

**Airport Authority:**  None

**Adjournment**

At 4:59 p.m., there being no further business, Vice-Chair Dedenbach adjourned the meeting.

**GACRAA Monthly Meeting**

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Chair Date

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Secretary/Treasurer Date