

**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY  
MONTHLY MEETING**

**Highlights**

**Flightline - Conference Room**

**Thursday, May 16, 2002**

**Call to Order by the Chair**

Chair Bainter called the meeting to order at 5:07 p.m.

**Authority Members** Present at Roll Call: Patrick Bainter, Janice Honeyman-Buck, Mac McEachern, Jon Morris, Charles Perry, Bob Todd, and Marilyn Tubb. James Gallagher joined the meeting at 5:08 p.m. Cain Davis was excused.

**Determination of a Quorum** It was determined that a quorum had been reached.

**Approval of Meeting Highlights of April 11, 2002**

Mr. Perry moved to approve the meeting highlights. Seconded by Mrs. Tubb. Motion passed.

**Adoption of the Agenda**

Chair Bainter recommended that agenda Item #2 under Airport Business, Passenger Facility Charge (PFC) be moved to Item #1, prior to Citizens Input, so that Lynn Leibowitz could depart Gainesville on the 6:05 p.m. flight. Ms Leibowitz is the consultant hired by the Airport to assist with its PFC application.

The Director of Aviation pointed out that an additional item, Gainesville Regional Utilities Business Partners Rate Discount Agreement; General Service, Demand Supplemental Agreement has been added to the consent agenda.

*Dr. Morris moved that the agenda and the consent agenda be approved. Seconded by Mrs. Tubb. Motion carried.*

**Airport Business**

**1. Passenger Facility Charge (PFC) Resolution 02-006**

Ms. Leibowitz explained that funds from a second PFC application are required to assist in funding nine (9) projects identified in the current five (5) year Capital Improvement Plan. The proposed PFC amount is \$4.50 and would go into effect on January 1, 2003 and would remain in effect until 2011. The estimated collection amount is \$4.6 million. A meeting is scheduled with the FAA ADO in Orlando on May 30, 2002; the purpose of the meeting is to expedite approval of the application.

The Capital Development Projects to be funded by the PFC will enhance capacity, safety, and security, and will position the Airport for future growth. Ms. Leibowitz noted that airports nationwide have been adopting the \$4.50 PFC with the expiration of their lower fees and have not met with any opposition from the airlines.

*Mr. McEachern moved to approve Resolution 02-006 authorizing the Director of Aviation to file a new PFC application with the FAA; authorizing the continuation of the imposition of a PFC at the increased level of \$4.50; and the expenditure of revenues from the PFC in accordance with the Capital Development Program, and the assurance and understandings contained in the PFC application. Dr. Morris seconded the motion. A roll call vote followed: Dr. Honeyman-Buck – Aye, Mr. McEachern – Aye, Dr. Morris – Aye, Mr. Perry – Aye, Mr. Todd – Aye, Mrs. Tubb – Aye, Dr. Gallagher – Aye, Chair Bainter – Aye. Motion passed 8-0.*

#### **Citizens Input – Non-Agenda Items**

Mr. J. L. Joshua, owner of A Classic Moment Limo, complained that there is no signage mentioning limousine services at the taxi call forward area. Consequently, arriving passengers are not aware that limousine services are available.

Chair Bainter referred the matter to the Tenant Relations Committee for consideration.

#### **Airport Authority Input – Non-Agenda Items**

Dr. Morris asked about the status of a security company who offered to evaluate security processes and procedures at the Airport. Mr. Fisher advised that the company in question, RVA, performed an evaluation and provided a report at no cost to the Airport.

Dr. Morris asked about the status of executive or valet parking and the possibility of accepting credit cards for payment of parking fees. Mr. Crider indicated that a credit card system is being researched and will be provided to the Budget Review Committee for consideration in the FY03 budget.

Dr. Morris recommended that signage at the airport be improved. Mr. Fisher advised that plans are underway to upgrade signage.

Dr. Gallagher asked for an update on the status of the Authority's decision to create a Regional Airport Advisory Board. Mr. Crider advised that a letter requesting participation has been drafted, however, a list of potential participants and agencies has not been identified.

Mrs. Tubb suggested that the Air Service, Advertising and Marketing Committee should have input into the decision on which counties and agencies to include in the Regional Airport Advisory Board. Mrs. Tubb commented that the membership of a Regional Airport Advisory Board should include representation of large groups of airport users and not be based solely on geography.

**Consent Agenda****City of Gainesville d/b/a Gainesville Regional Utilities Business Partners Rate Discount Agreement;  
General Service, Demand Supplemental Agreement**

Gainesville Regional Utilities (GRU) offered to increase the discount from 7% to 10% on the electric rates charged to the Airport if the Airport agrees to enter into a **Business Partner Rate Discount Agreement** with GRU. By entering this agreement, GRU will become the exclusive provider of electric energy and capacity to the Airport. The term of the agreement is 10 years. The higher discount will commence for bills rendered after the date the Agreement is executed.

GRU is also offering the **General Service Demand Supplemental Agreement** to the Airport. Customers with an established billing demand of 50 kilowatts, or less, may enter into this agreement for service under the General Service, Demand (GSD) schedule if their maximum demand established does not exceed 50 kilowatts for twelve (12) months. By entering this agreement, the Airport agrees to be billed for a minimum of 35 kilowatts per month for as long as the demand does not exceed 50 kilowatts.

By entering into these agreements with GRU, the Airport will realize estimated annual savings of \$8,940.00.

***Approval to execute the Business Partners Rate Discount Agreement and General Service, Demand Supplemental Agreement with the City of Gainesville d/b/a Gainesville Regional Utilities was included in the motion to adopt the agenda.***

**Airport Business****2. FAA Security Grant Acceptance Resolution 02-005**

An application for Federal assistance with supplemental cost information was submitted to the Airports District Office (ADO) on January 18, 2002. A Grant Offer was received from the ADO on April 1, 2002. The Grant Offer of \$298,521 matches the amount contained in the airport's application for federal assistance. Both GACRAA and the City of Gainesville must accept the Grant Offer. The City of Gainesville will address a resolution accepting the Grant Offer on May 20, 2002.

***Mr. McEachern moved to approve Resolution 02-005 accepting a Grant Offer from the U.S. Department of Transportation, Federal Aviation Administration in the amount of \$298,521; authorize the execution of same by the appropriate officials on behalf of the Gainesville-Alachua County Regional Airport Authority; and request that the City of Gainesville also approve accepting the Grant Offer. Dr. Morris seconded the motion. A role call vote followed: Mr. McEachern – Aye, Dr. Morris – Aye, Mr. Perry – Aye, Mr. Todd – Aye, Mrs. Tubb – Aye, Dr. Gallagher – Aye, Dr. Honeyman-Buck – Aye, Chair Bainter – Aye. Motion passed 8-0.***

### **3. Tenant Relations Committee Report**

Mr. Todd reported that the Tenant Relations Committee met with taxicab drivers on April 23, 2002.

Among the issues discussed at the committee meeting were:

- Effectiveness of the call forward light and buzzer
- Lack of shade in the taxi queue area
- Perceived harassment by certain security and law enforcement personnel
- Taxi and Limo liability insurance

Mr. Crider suggested that instead of including fees and liability insurance amounts within the body of the agreement, the contract should refer to a Schedule of Insurance Requirements and a Schedule of Rates and Charges that can be reviewed and updated annually. As discussed in the Tenant Relations Committee meeting, the Schedule of Insurance Requirements would reflect the same liability insurance requirements as the City of Gainesville.

The committee recommends that a new Contract for Passenger Transportation be adopted for use.

***Mr. Todd moved that the new Contract for Passenger Transportation at the Gainesville Regional Airport be approved for use effective immediately. It should refer to a Schedule of Insurance Requirements that would reflect the same liability insurance requirements as the City of Gainesville. Mrs. Tubb seconded the motion. Motion passed.***

### **4. Budget Review Committee Report**

Dr. Gallagher reported that the Budget Review Committee met on May 1, 2002. The following eight topics were discussed for presentation to the Authority.

#### **Airport Planning RFQ**

Dr. Gallagher commented that the committee reviewed an Airport Planning RFQ drafted by staff and identified terms and phrases in the document needing further definition to eliminate ambiguity. The updated version of the RFQ is presented in the agenda packet.

The RFQ solicits Statements of Qualifications for airport planning services that may include, but are not limited to the following:

- Airport master plan (last update completed in 1987)
- Environmental assessment for the extension of Runway 6-24
- FAR Part 150 noise study (if necessary)
- Architectural design of passenger terminal renovation.

Mr. Crider pointed out that two changes should be made to the presented document; on page 1, the due date should be changed to June 28, 2002 to allow adequate time for responses and on page 3, change the mileage from 100 to 150 for defining desired proximity of the responding firms to the airport.

***Dr. Gallagher moved to adopt the Request for Statement of Qualifications for Airport Planning Services, with the changes noted by Mr. Crider. Mrs. Tubb seconded the motion. Motion passed.***

#### Airport Engineering RFQ

Dr. Gallagher advised that the committee reviewed an Airport Engineering RFQ drafted by staff and requested that staff include a brief description of the role of the Airport Engineer. In addition, the committee requested that certain terms and phrases in the document be further defined to eliminate ambiguity. The updated version of the RFQ is presented in the agenda packet.

The RFQ solicits Statements of Qualifications for engineering services that may include, but are not limited to the following:

- Runway 10-28 Rehabilitation
- Airfield Drainage
- Extension of runway 6-24
- Passenger Terminal Automobile Parking Lots
- Aircraft Parking Ramp
- Installation of an Instrument Landing System (ILS)
- Airport Maintenance Facility
- Access Roadways
- Taxiway Construction and Rehabilitation

Mr. Crider pointed out that two changes should be made to the document; the due date should be changed to June 28, 2002 to allow adequate time for responses and change the mileage from 100 to 150 for defining desired proximity of the responding firms to the airport.

***Dr. Gallagher moved to adopt the Request for Statement of Qualifications for Airport Engineering Services, with the changes noted by Mr. Crider. Mrs. Tubb seconded the motion. Motion passed.***

#### Florida Food Service Option

Dr. Gallagher reported that Florida Food Service asked the City of Gainesville to extend a five (5) year purchase option that is due to expire on June 2, 2002. Florida Food Service requested a new five (5) year purchase option period, which would expire in 2007. GACRAA approval, granted via Resolution # 02-008, is required to grant the extension.

Mr. McEachern expressed concern that the issue of selling price and the increase in the value of the property over 10 years does not appear to be addressed in the documentation.

Mr. Crider advised that the City of Gainesville would make up the difference in the selling price and the appraised market value so that the Airport receives the market value of the property, which would be determined at the time of the sale.

Dr. Gallagher acknowledged that Florida Food Service is a fine company and outstanding corporate citizen,

however, he expressed concerned that Florida Food Service will have essentially “a lock” on the property for 10 years and questioned why Florida Food Service isn’t just given the right of first refusal in the event another potential buyer is interested in the property.

Mr. Crider advised that he would communicate Dr. Gallagher's concern to the City Manager.

***A roll call vote on adopting Resolution 02-008 followed: Dr. Morris – Aye, Mr. Perry – Aye, Mr. Todd – Aye, Mrs. Tubb – Aye, Dr. Gallagher – Aye, Dr. Honeyman-Buck – Aye, Mr. McEachern – Aye, Chair Bainter – Aye. Motion passed 8-0.***

#### City Services Contract

Dr. Gallagher reported that the current City Services Contract is due to expire on September 30, 2003 and that notice on any changes will need to be communicated to the City six (6) months prior to the expiration date. The City of Gainesville currently provides the following services to the airport:

- Fire Service
- Human Resources
- Law Enforcement
- Risk Management

The Committee directed staff to research other feasible and cost effective options for providing these services and report to the Board.

#### Operational Staffing

Dr. Gallagher reported that Mr. Tate Fisher is the only Operations personnel on airport staff and has no back up. When Mr. Fisher is on vacation, there is no one available to generate ID badges or assign keys to airport employees.

The Committee directed staff to determine additional security staffing needs and research cost effective options for providing such services and report to the Board.

#### Airport Capital Improvement Plan

Dr. Gallagher reported that the Committee reviewed the Capital Improvement Plan (CIP) report at the request of Mr. Crider who suggested that the CIP be used as a tool to keep track of specific projects, sources of funds and GACRAA funds encumbered.

The Committee recommends that the Capital Improvement Plan be published on a quarterly basis or as needed if additional projects are added to the list.

***Dr. Gallagher moved that the Capital Improvement Plan be adopted and be included with budget documents which the Board receives on a regular basis. Mr. McEachern seconded the motion. Motion passed.***

#### Revised Budget 2001/2002

Dr. Gallagher reviewed the latest budget revisions for 2001/2002. The deficit resulting from Budget Revision # 1 as adopted on February 14, 2002 was \$23,200.00. Since then, sources of revenue were reevaluated and expenditures approved at the last Board meeting were added to the budget. Budget Revision # 2 provides for

a balanced budget.

***Dr. Gallagher moved to adopt the proposed Budget Revision # 2. Mrs. Tubb seconded the motion. Motion passed.***

#### Vending Machine Concession Proposal

Mr. Crider reported that staff has evaluated three proposals received from two companies in response to the RFP for a vending machine concession. Staff recommends that Canteen Vending Services be awarded the contract to install vending machines in the airport terminal. Canteen Vending Services proposal "Option 2" offers a signing bonus that would generate immediate income for the airport and is overall the most financially advantageous for the Airport.

Because Walker Distributing is a locally owned company and the difference in the bids was not substantially different, Dr. Gallagher suggested that the Authority consider awarding the business to Walker Distributing.

Representatives from Canteen Vending Services stated that Canteen Vending Services is a locally managed company which has been operating in Gainesville for several decades.

***Dr. Morris moved to adopt the recommendation of staff to award the vending machine concession contract to Canteen Vending Services, and accept their proposal "Option 2". Mr. McEachern seconded the motion. Motion passed 7-1 with Dr. Gallagher dissenting.***

#### 5. General Aviation Committee Report

Mr. McEachern asked Dr. Gallagher to present the General Aviation Committee Report. Dr. Gallagher reported that the Committee met on May 6, 2002 and discussed several topics.

#### Port-A-Ports

Dr. Gallagher asked Mr. Crider to provide an update on the details regarding the Port-A-Port relocation. Mr. Crider reported that a quote was received from Hipp Construction for the installation of the Port-A-Port pads; the quote is shown on page 76 of the agenda. Further details regarding who will perform the move and the cost of the relocation are still being finalized.

#### Bulk Hangar West of Gulf Atlantic

Dr. Gallagher reported that Mr. Van Riper sent a letter instructing Tango Aircraft to either sign a lease or vacate the bulk hangar by the end of May. Mr. Crider advised that staff would pursue making the hangar available for a long-term lease opportunity.

#### Gulf Atlantic Airways (GAA) Lease

Dr. Gallagher reported that after the new Minimum Standards are approved, staff would proceed with the RFP for the Fixed Base Operator and the Specialized Aviation Service Operation. Mr. Crider advised that GAA is currently leasing on a month-to-month basis and that staff will develop an RFP for the parcel of land that Gulf Atlantic is interested in pursuing.



### Changes to Minimum Standards

Dr. Gallagher discussed a general overview outlining the proposed changes to the Minimum Standards. (Page 67 of the agenda.) He mentioned that the committee will continue to fine-tune the Minimum Standards in its next meeting with the intention of having the final document ready to present to the Authority for approval at the GACRAA regular meeting in June. After the Minimum Standards are finalized, an RFP, offering the current FBO facility to be privatized, will be issued. A discussion followed with Dr. Gallagher, Committee Chair McEachern and committee members fielding questions asked by other Authority members.

Several members of the Authority expressed objection to privatizing the FBO and reluctance to support revisions to the Minimum Standards without first seeing the final draft of the document.

Mr. Crider commented that revisions to the Minimum Standards are being proposed in an attempt to allow a new entrant to operate at the Airport. The Minimum Standards changes should be considered a separate issue from privatization, as Minimum Standards should be revised regardless of whether the FBO is privatized.

***Dr. Morris moved that the Authority accept the concept of changing the Minimum Standards as shown on page 67 of the agenda packet thus encouraging the committee to continue towards its goal to present the revised Minimum Standards to the GACRAA at its regular meeting in June. Dr. Honeyman-Buck seconded the motion. Motion passed 7-1 with Mr. Todd dissenting.***

### **6. FDOT Joint Participation Agreement Acceptance Resolution 02-007**

Mr. Crider advised that the Florida Department of Transportation (FDOT) agreed to joint funding of the following projects: Renovation of the Vintage WWII Bulk Hangar, Construction of Aircraft Parking Ramp, Relocation and Purchase of Portable T-Hangars, and Airfield Lighting Improvements. The FDOT portion of the funding will be the lesser of fifty percent (50%) or \$150,000 of the eligible project costs.

***Mr. McEachern moved to approve Resolution 02-007 accepting a Grant Offer from the Florida Department of Transportation; authorize the Chair and Secretary/Treasurer to execute the Resolution; and authorize the Director of Aviation to enter into and sign such documents as may be necessary, including the Joint Participation Agreement with the Florida Department of Transportation. A roll call vote followed: Mr. Perry – Aye, Mr. Todd – Aye, Mrs. Tubb – Aye, Dr. Gallagher – Aye, Dr. Honeyman-Buck – Aye, Mr. McEachern – Aye, Dr. Morris – Aye, Chair Bainter – Aye. Motion passed 8-0.***

In addition, Mr. McEachern complimented staff's efforts in pursuing state and federal funding opportunities.

### **7. Hipp Construction Contract**

Mr. Crider advised that John Hipp Construction Equipment Company, Inc. has submitted a proposal to construct the Port-A-Port pad/apron in the amount of \$43,883.20 with a contingency of \$6,582.00 for additional services if needed. This contractor is currently performing the renovation work on the general aviation ramps. Funding for this project is provided through a FDOT Joint Participation Agreement with GACRAA providing the 50% local match.

*Dr. Morris moved that the Authority contract with John Hipp Construction Equipment Company, Inc. to perform said work in the amount of \$43,883.20 with a contingency of \$6,582.00 for additional services if deemed necessary by the Director of Aviation; and authorize the Director of Aviation to execute the appropriate documents on behalf of the Airport Authority, subject to the approval of the Attorney for the Airport Authority, and concurs with the award by the Florida Department of Transportation. Mr. McEachern seconded the motion. Motion passed.*

### **8. By-Laws Committee Report**

Dr. Honeyman-Buck reported that the By-Laws Committee met immediately before the Authority meeting on May 16, 2002.

The Committee recommends the following revisions to the By-Laws:

- Change Article III, Section 4 to reduce the number of Standing Committees from eight to three:
  - Finance and Operations
  - Facility and Planning
  - Marketing, Public Relations and Economic Development
  
- Change Article III, Section 4 to read “Meetings for each Committee shall be scheduled once each Quarter and at the call of the Committee Chair and shall be subject to the Florida Sunshine Law, but shall not be subject to the notice requirements of full Authority meetings.”

Dr. Honeyman-Buck noted that the two aforementioned recommendations would be brought to the Board for action at the GACRAA Monthly Meeting in June.

A few members of the Authority voiced their opposition to the increased workloads of the three new committees, considering the broad range of responsibilities that the new committees would oversee.

Dr. Honeyman-Buck also reported that the committee is looking into the possibility of combining the position of Vice Chair and Secretary/Treasurer, thus reducing the number of officers from three (3) to two (2).

### **Information Items**

The year-to-date traffic is +1.1% ( 1179 passenger trips) compared to the same period in CY01.

April was the first full month of military fueling; additional business will be pursued once the ramp rehabilitation project is completed.

The GA Ramp Rehabilitation Project is 90% complete; the estimated completion date is mid-June.

The Airfield Lighting Project is 40% complete; the estimated completion date is mid-June.

The Fencing Project is approximately 85% complete and is also due to be completed in mid-June.

Mr. Crider reported that the FAA is pursuing decommissioning the back course localizer approach.

Mr. Bainter reported that in a meeting with Delta/ASA at the ACI-NA Conference, the Airport requested more seats; he feels that the request was taken well.

Mr. Fisher reported that the sale of surplus equipment would yield approximately \$35,000.

Mr. Fisher reported that American Polysteel would move out of their facility at the end of June. They intend to sub-lease the facility that they own in the Airport Industrial Park. Mr. Crider indicated that he had advised Brent Christensen, Alliance for Economic Development, that the facility will be available for rent.

**Tenant Reports - None**

**Airport Authority Attendance – No Issues**

**Adjournment**

Since there was no further business, the meeting was adjourned by the Chair at 7:22 p.m.

GACRAA Monthly Meeting

\_\_\_\_\_  
Patrick Bainter,  
Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
T. James Gallagher,  
Secretary/Treasurer

Date: \_\_\_\_\_