

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

Highlights

**Airline Terminal - Restaurant
Thursday, August 21, 2003, 5:00 p.m.**

Call to Order by the Chair

Chair Bainter called the meeting to order at 5:05 p.m.

Invocation: Bob Casey, M.D. delivered the invocation.

Pledge Of Allegiance: Dr. Casey led the Pledge of Allegiance.

GACRAA Appointment

On July 17, 2003, the Governor reappointed Patrick J. Bainter to serve a three (3) year term ending July 31, 2006. On July 28, 2003, the Gainesville City Commission reappointed Jon D. Morris to serve a three (3) year term ending July 31, 2006.

Authority Members Present at Roll Call: Pat Bainter, Billy Brashear, C.B. Daniel, Jim Gallagher, Janice Honeyman-Buck, Jim Stringfellow, Bob Todd and Marilyn Tubb. Jon Morris was excused; he participated in discussion via telephone but was not participating as a voting member.

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

Approval of Meeting Highlights of July 17, 2003

Mrs. Tubb moved to approve the meeting highlights of July 17, 2003. Mr. Daniel seconded the motion. Motion passed.

Adoption of the Agenda

Chair Bainter recommended amending the agenda by moving Airport Business item # 13, Nominating Committee Report, to item # 2 because Mr. Daniel, the committee chair, was unable to remain until the end of the meeting.

Mrs. Tubb moved to adopt the amended agenda. Mr. Stringfellow seconded the motion. Motion passed.

Chair Bainter stated that the Board would conduct an Executive Session to consider security matters at the conclusion of the items listed on the monthly meeting agenda.

Citizens Input – Non-Agenda Items

Ms. Kim Lego, Group Rental Manager for Enterprise Rent-A-Car, took the podium and introduced several other Enterprise Rent-A-Car representatives present at the meeting. Ms. Lego stated that Enterprise Rent-A-Car is extremely interested in establishing an operation at the airport.

Mr. Crider reported that the current rental car agreements expire at the end of April 2004 and that the concession would be put out to bid this winter/early spring.

Airport Authority Input – Non-Agenda Items

Consent Agenda – None

Airport Business:

Information Items

Mr. Crider reported that staff notified the remaining Port-A-Port owner in writing of the Authority's decision to "sunset" the hangar relocation reimbursement offer.

Mr. Penksa, Director Facilities and Maintenance, reported that the contractor who moved the Port-A-Ports has completed the punch list and is awaiting the last owner to sign-off on the relocation.

Mr. Penksa reported that four (4) of the eight (8) relocated Port-A-Ports now have permits with the City.

Mr. Jay Curtis, General Manager for University Air Center (UAC), reported that a neighborhood workshop meeting was held on August 2, 2002; its purpose was to inform neighboring property owners of UAC's plans to construct a maintenance hanger.

Mr. Curtis reported that progress is underway in securing a military contract for fuel. An inspection of UAC's facilities, its training program and the fuel farm was scheduled to take place on August 22.

Mr. Curtis reported that UAC has executed an agreement with LifeSouth Community Blood Centers. LifeSouth will lease aircraft from UAC who will fly blood products to LifeSouth clients in the Southeast.

Mr. Crider reported that Hipp Construction has been paid approximately \$218,000 for the GA Ramp Rehabilitation project; the balance still owed to Hipp Construction is approximately \$135,000 plus interest since March 2003.

Mr. Crider stated that the Florida Department of Transportation (FDOT) has committed funding for the conceptual design work for the airline passenger terminal rehabilitation. An FDOT Joint Participation Agreement is among the items to be considered by the Board at this meeting.

Mr. Crider reported that passenger traffic levels for July 2003 were 13.6% lower than July 2002. For the period January – July 2003, passenger traffic is 7.9% lower than the same period last year. He indicated that traffic shows signs of increasing in August.

Mr. Crider reported that fuel flowage is also down versus last year. Fuel flowage for July 2003 was 15.1% lower than July 2002. For the period January – July 2003, fuel flowage is 6.7% lower than the same period last year.

Mr. Crider reported that rental car revenue for June 2003 was 3.47% lower than June 2002. However

rental car revenue for January – June 2003 is 3.91% higher than the same period last year.

Nominating Committee Report

Mr. Daniel reported that the Nominating Committee met at 4:30 p.m. on August 21, 2003. The committee consists of C.B. Daniel, Jim Gallagher and Jim Stringfellow; all members were present at the meeting. Mr. Daniel reported that Pat Bainter was also present at the meeting.

Mr. Daniel reported that the Nominating Committee unanimously nominated the following slate of candidates for the FY2003-2004 year:

- Jon Morris – Chair
- Jim Stringfellow – Vice Chair
- Jim Gallagher - Secretary/Treasurer

The Authority will vote on and install officers at its next monthly meeting on September 18, 2003.

Dr. Morris acknowledged the nomination and stated that he would be willing to serve if elected.

Finance Report

Mr. Gordon Rowell, Finance Manager, reported that information was received from Flightline Group on August 20, but that the information has not yet been processed for distribution to the Authority.

Mr. Rowell reported that the accounting department has been working on the FY2003-2004 Budget and the FY2001-2002 audit.

Mr. Rowell stated that the low passenger traffic in July 2003 is evident in the following results:

	<u>June 2003</u>	<u>July 2003</u>
Parking Lot Revenue	\$70,309	\$62,697
Passenger Facility Charge (PFC) Revenue	\$41,000	\$35,800

He indicated that the fiscal year’s lowest number of ATM transactions, 338, occurred in July. For this fiscal year, the highest number in a month is 510 ATM transactions.

Acceptance of Runway 10-28 Pavement and Storm Water Drainage Improvements Study

Drew Genneken, Director of Airport Planning for R.W. Armstrong & Associates, Inc., provided an update on the runway 10-28 pavement and stormwater drainage improvements study. Mr. Genneken stated that the R/W 10-28 rehabilitation study report was provided to the FAA, FDOT and GACRAA; having received no substantial comment on the study, it is now considered final. The study is now the preliminary plan for the R/W 10-28 rehabilitation project. He stated that the new timeframe for starting construction on R/W 10-28 is the first quarter of 2004. The scope of the project has changed from a 3” asphalt overlay to a 6” asphalt rehabilitation, resulting in a longer-lasting runway surface.

Mr. Stringfellow reported that the Facilities and Planning Committee met to consider the R/W 10-28 rehabilitation project and the committee endorses the recommendation of R.W. Armstrong & Associates, Inc. to construct the 6” rehabilitation.

Mr. Stringfellow moved to accept the study and to approve the change from a 3” to the 6” asphalt rehabilitation on R/W 10-28. Mrs. Tubb seconded the motion. Motion passed.

Mr. Crider stated that this change in plans for R/W 10-28 should not have any negative impact on the plan to extend R/W 6-24.

Mr. Crider distributed a copy of an *Airport Magazine* article entitled “Rapid Rehab”. The article, which was published in the July/August 2003 issue, describes the R.W. Armstrong & Associates, Inc. approach to rehabilitating runways within a short construction timeframe.

Mr. Daniel departed at 5:33 p.m.

Mr. Genneken introduced Marc Skillman, the R.W. Armstrong & Associates, Inc., engineer who will oversee the runway rehabilitation project; Mr. Skillman has an office in Gainesville.

FAA Grant Acceptance Authorization – Resolution 03-003

Mr. Crider reported that a Grant Application has been submitted to the U.S Department of Transportation (USDOT) for funding of the Runway 10-28 rehabilitation project and other miscellaneous items at Gainesville Regional Airport. The total project cost is estimated to be \$6,576,429 with the federal amount to be \$5,918,785. He anticipates that the Grant Offer will include a combination of fiscal year 2002 entitlement funds, fiscal year 2003 entitlement funds, and fiscal year 2003 discretionary funds from the Airport Improvement Program (AIP) administered by the Federal Aviation Administration (FAA). A Grant Offer, determining the amount of federal funding, is anticipated in the first two (2) weeks of September, 2003.

He indicated that both the Gainesville-Alachua County Regional Airport Authority (GACRAA) and the City of Gainesville must accept the Grant Offer. Given the tight turn-around time between when the Grant Offer is officially made by the FAA, and when the Grant must be accepted, staff is seeking GACRAA Board authorization to accept the Grant and execute all necessary documentation, in an amount not to exceed the Grant application amount. The City of Gainesville Board of Commissioners will be asked to consider this same request.

Mr. Bainter pointed out that the airport’s share of the local funding for the new grant, approximately \$330,000, will be paid out of the reimbursement that is anticipated from the USDOT for AIP 19 for the GA Ramp rehabilitation project.

Mrs. Tubb moved to approve Resolution 03-003 to accept a Grant Offer from the USDOT, authorize the Chair and Secretary/Treasurer to execute the Resolution, and authorize the Chief Executive Officer to enter into and sign such documents as may be necessary, including the Grant Offer anticipated to be forwarded by the FAA in early September 2003. Dr. Honeyman-Buck seconded the motion. A roll call vote followed: Dr. Honeyman-Buck – aye, Dr. Gallagher – aye, Dr. Brashear – aye, Mrs. Tubb – aye, Mr. Todd – aye, Mr. Stringfellow – aye, Mr. Bainter – aye. Motion passed 7-0.

Acceptance of FDOT Joint Participation Agreement Supplement #1 – F.P. 21674719401 – Resolution 03-004

Mr. Crider reported that the Florida Department of Transportation (FDOT) had previously awarded state grant # 21674719401 in the amount of \$10,000 for the Update of the Airport Master Plan and the Airport Layout Plan. The FDOT has approved a request to increase the scope to include three (3) planning studies and to increase the funding to \$37,500.00.

Dr. Gallagher moved to approve Resolution 03-004 and accept the amended grant offer from the Florida Department of Transportation, authorize the Chair and Secretary/Treasurer to execute the Resolution, and authorize the Chief Executive Officer to enter into and sign such documents as may be necessary, including the Supplemental Joint Participation Agreement. Mr. Stringfellow seconded the motion. A roll call vote followed: Dr. Gallagher – aye, Dr. Brashear – aye, Mrs. Tubb – aye, Mr. Todd – aye, Mr. Stringfellow – aye, Dr. Honeyman-Buck – aye, Mr. Bainter – aye. Motion passed 7-0.

Acceptance of FDOT Joint Participation Agreement– F.P. 21675519401 – Resolution 03-005

Mr. Crider reported that the FDOT has awarded state grant # 21675519401 to pay the lesser of \$75,000.00 or 50% of all eligible costs associated with the design of a new maintenance facility at Gainesville Regional Airport. He anticipates that the design and design specification of the new facility will be accomplished this year, with construction to begin next year. He reported that two sites are being considered for the maintenance facility and the location will be determined by the airport master plan update study.

Mrs. Tubb moved to approve Resolution 03-005 and accept a grant offer from the Florida Department of Transportation, authorize the Chair and Secretary/Treasurer to execute the Resolution, and authorize the Chief Executive Officer to enter into and sign such documents as may be necessary, including the Joint Participation Agreement. Mr. Stringfellow seconded the motion. A roll call vote followed: Dr. Brashear – aye, Mrs. Tubb – aye, Mr. Todd – aye, Mr. Stringfellow – aye, Dr. Honeyman-Buck – aye, Dr. Gallagher – aye, Mr. Bainter – aye. Motion passed 7-0.

Mr. Bainter directed staff to monitor the design and specifications of the maintenance facility to be sure it is a cost effective project.

Acceptance of FDOT Joint Participation Agreement– F.P. 40451819401 – Resolution 03-006

Mr. Crider reported that last month the Board approved a Task Order authorizing Reynolds, Smith & Hills to design an airport cargo complex. The FDOT has awarded state grant # 40451819401 to pay the lesser of \$50,000.00 or 50% of all eligible costs associated with the design of airport cargo complex improvements at Gainesville Regional Airport.

Mrs. Tubb moved to approve Resolution 03-006 and accept a grant offer from the Florida Department of Transportation, authorize the Chair and Secretary/Treasurer to execute the Resolution, and authorize the Chief Executive Officer to enter into and sign such documents as may be necessary, including the Joint Participation Agreement. Dr. Brashear seconded the motion. A roll call vote followed: Mrs. Tubb – aye, Mr. Todd – aye, Mr. Stringfellow – aye, Dr. Honeyman-Buck – aye, Dr. Gallagher – aye, Dr. Brashear – aye, Mr. Bainter – aye. Motion passed 7-0.

Acceptance of FDOT Joint Participation Agreement– F.P. 21675019401 – Resolution 03-007

Mr. Crider reported that the FDOT has awarded state grant # 21675019401 to pay the lesser of \$187,500.00 or 50% of all eligible costs associated with conservation easement and Runway 10-28 rehabilitation permit coordination; ditch enclosure design and construction; and conceptual design for terminal renovation at Gainesville Regional Airport.

Mr. Stringfellow moved to approve Resolution 03-007 and accept a grant offer from the Florida Department of Transportation, authorize the Chair and Secretary/Treasurer to execute the Resolution, and authorize the Chief Executive Officer to enter into and sign such documents as may be necessary, including the Joint Participation Agreement. Mrs. Tubb seconded the motion. A roll call vote followed: Mr. Todd – aye, Mr. Stringfellow – aye, Dr. Honeyman-Buck – aye, Dr. Gallagher – aye, Dr. Brashear – aye, Mrs. Tubb – aye, Mr. Bainter – aye. Motion passed 7-0.

Approve Changes to the By-Laws

Chair Bainter stated that the By-Laws Committee recommended revising the By-Laws as defined in the agenda packet at the July 17, 2003 meeting of the Authority.

The recommended revisions address the following items:

- Replace “Director of Aviation” with “Chief Executive Officer” throughout the document.
- Add the role of Ex-Officio members to Article II, Section 4.
- Clarify notice requirements to Regular, Special and Emergency meetings in Article IV.
- In Article II, Section 4, change “shall” to “may” so that the first line will read: “Ex-Officio Members. The authority may be advised by a representative of the Gainesville Area Chamber of Commerce in an ex-officio capacity.”
- In Article IV, Section 4, add the following sentence to the end of the paragraph: “All emergency meetings shall be open to the public except as allowed by law.”

Mr. Stringfellow moved to approve the revisions as presented and amended at the Authority meeting held on July 17, 2003. Mrs. Tubb seconded the motion. A roll call vote followed: Mr. Stringfellow – aye, Dr. Honeyman-Buck – aye, Dr. Gallagher – aye, Dr. Brashear – aye, Mrs. Tubb – aye, Mr. Todd – aye, Mr. Bainter – aye. Motion passed 7-0.

Air Service, Business Development & Marketing Committee Report

Mrs. Tubb reported that the Air Service, Business Development and Marketing Committee met on July 23, 2003. Mrs. Tubb stated that the committee recommends purchasing baggage carts and corrals; the carts will be available for use by passengers on a complimentary basis. In addition, the committee endorsed a Volunteer Ambassador Program that will be pursued with the assistance of the Alachua County Visitors and Convention Bureau.

Mrs. Tubb reported that Mr. Bill Rathert, Sabre Inc, submitted an application on behalf of Gainesville Regional Airport for Air 21 funds. Recipients of the Air 21 funding are to be announced in late August or early September. Also, she stated that Mr. Rathert has provided a report of his activities on behalf of the airport; the report was distributed to the Board members via e-mail in early August.

Mr. Crider stated that Mr. Rathert participated in a meeting held in Atlanta with Delta Airlines on July 31. He stated that Delta Airlines remains committed to Gainesville.

Chair Bainter, also in attendance at the meeting with Delta Airlines, stated that he felt that the meeting with Delta was very positive.

Facilities and Planning Committee Report

The Facilities and Planning Committee met on July 31, 2003. Mr. Stringfellow reported that one item considered was the R/W 10-28 Rehabilitation project, which the Board took action on earlier in this meeting.

Mr. Stringfellow stated that the other item considered and endorsed by the committee was a proposal from staff to raise the rental rates on the T-Hangars, by approximately 9.5% across the board. Staff's proposed rental rates are illustrated in the table below:

Storage Type	Current Monthly Fee	Proposed Monthly Fee
Port-A-Port Ground	\$40.00	\$44.00
Sunshades	\$80.00	\$88.00
T-Hangar (small)	\$136.00	\$150.00
T-Hangar (medium)	\$150.00	\$162.00
T-Hangar (large)	\$217.00	\$238.00

Mr. Stringfellow moved to adopt the proposed monthly fees recommended by staff and endorsed by the committee. Mrs. Tubb seconded the motion.

Dr. Gallagher recommended raising the rates in accordance with the CPI rate of increase.

Mr. Crider reported that a market analysis of rental rates of T-Hangars was conducted in conjunction with the property appraisal performed by *Airport Business Solutions* last fall in preparation of the FBO Lease Agreement. The appraisal suggests that the current monthly fees for T-Hangars are lower than market value.

Dr. Morris suggested referring the matter to the General Aviation Committee for consideration.

Mr. Mac McEachern, citizen, suggested referring the matter to the General Aviation Committee for consideration so that those individuals who would be affected by the rate increase could voice their concerns.

Mr. John Barber, citizen, noted that increases on Port-A-Port sites were included in the committee's meeting highlights and stated that 22 months ago the rates for these sites was raised from \$35.00 to \$40.00. He stated that the proposed Port-A-Port pad fee of \$44.00 reflects an overall increase of 20%. He requested additional information regarding the market analysis and recommended that the matter be referred to the General Aviation Committee.

Dr. Honeyman-Buck recommended that the matter be referred to the General Aviation Committee. She mentioned that she was advised by the Attorney for the Authority to abstain from voting on the main motion to increase the monthly rates because she is a T-Hangar lessee at Gainesville Regional Airport.

Chair Bainter asked Mr. Stringfellow, maker of the motion, and Mrs. Tubb, seconder of the motion, if they would consider tabling the motion and allowing the item to be referred to the General Aviation Committee.

Mr. Stringfellow and Mrs. Tubb agreed to refer the motion to the GA committee.

Chair Bainter referred the proposal to raise T-Hangar rates to the General Aviation Committee and asked that the committee provide its recommendations at the September monthly meeting of the Authority. *(Staff note: A General Aviation Committee was subsequently scheduled for September 9, 2003 at 4:00 p.m. to consider the matter.)*

Mr. McEachern stated that Board members were not permitted to abstain from voting on items coming before the Authority.

An unidentified member of the public requested that staff provide advanced GA meeting notification to the GA lessees.

Finance and Operations Committee Report

Dr. Gallagher reported that the committee met on August 14, 2003 to review the material assembled for the FY2003-2004 Budget. He stated that another committee meeting will be held to review the proposed budget prior to its submission to the Authority for adoption.

Tenant Reports - None

Airport Authority Attendance – No Issues

Recess

The monthly meeting recessed at 6:14 p.m. Chair Bainter stated that the Executive Session would commence and asked airport staff and the public to vacate the meeting premises.

Mr. McEachern requested clarification on the notice requirements for an Executive Session.

Mr. Stanley, Attorney for the Authority, stated that Florida Statutes contain provisions for Executive Sessions and that he would follow-up and provide the exact F.S. information.

Executive Session

The Board met in a private Executive Session to consider security matters with the Chief Executive Officer, Director of Operations, Attorney, and the Deputy Federal Security Director for the Transportation Security Administration (TSA).

Call to Order

At the conclusion of the Executive Session, the monthly meeting reconvened at 7:04 p.m.

Adjournment

There being no further business, Chair Bainter adjourned the monthly meeting at 7:05 p.m.

GACRAA Monthly Meeting

Patrick Bainter
Chair

Date

Janice Honeyman-Buck
Secretary/Treasurer

Date