

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

Meeting Highlights

Thursday, November 9, 2000

City Hall, Lower Level - Conference Room 016

Call to Order by the Chairman

Chair Tubb called the meeting to order at 5:00 p.m.

Roll Call

Roll call was taken.

Members present at time of roll call: Patrick Bainter, Roger Brower, Jim Gallagher, Mac McEachern, Charles Perry, Robert Todd, Marilyn Tubb.

Members absent from meeting: Richard Mulligan and Portia Taylor

Determination of a Quorum

Quorum was met.

Approval of Meeting Highlights

The Airport Authority will review and approve the GACRAA monthly meeting highlights of October 12, 2000.

Recommendation: Motion to approve meeting highlights of the October 12, 2000 meeting, and authorize the Chair and Secretary/Treasurer to execute the document on behalf of the Airport Authority.

Mr. Brower moved to approve the meeting highlights of the October 12, 2000 meeting, and authorize the Chair and Secretary/Treasurer to execute the documents on behalf of the Airport Authority. Mr. Perry seconded. Motion carried 7-0.

Adoption of Agenda

Recommendation: Motion to adopt the agenda. A supplemental agenda, delivered on November 8th, made additions to the regular agenda item #9 and contained back-up materials for other agenda items.

Dr. Gallagher requested consent agenda items 7a and 7b be moved to the regular agenda.

Citizen Input - Non-Agenda Items

Mr. Hicks expressed concern over GNV qualifying for Air 21 funds and not utilizing them. Mr. Hicks questioned what the Authority's intentions were to receive Air 21 funds.

The Director stated that GNV is entitled to 1.5 million dollars of Air 21 matching funds, but that the Airport's entitlement funds must be used first before any GNV projects would qualify

for
Air 21's matching grants. The Director further stated, in his opinion, there were no projects that would qualify for the matching grants at this time.

Discussion ensued regarding the Board being fully apprised of all potential projects available for funding versus receiving staff's list of recommended projects to be approved in the Airport's budget.

Mr. Brower, Chair of the Budget Review Committee, agreed to have the Committee review this issue and bring a report back to the full Authority at its next appointed meeting.

HTA Addendum #2 to Supplemental Agreement No. 2 ~ Corporate Hangar Project

GACRAA, at their meeting on October 12, 2000 voted to reject all construction bids for the proposed project and instructed staff and engineers to "value engineer" the project and to seek new construction bids. Hoyle, Tanner & Associates (HTA) costs for the additional services are included in Addendum #2.

Recommendation: Motion to approve Addendum #2 to Supplemental Agreement No. 2 to the Hoyle, Tanner & Associates contract, which provides for a lump sum payment of \$6,000 (revised lump sum contract amount - \$44,900); subject to the concurrence by the FDOT; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted, subject to the approval by the Attorney for the Authority.

Mr. McEachern moved to approve Addendum #2 to Supplemental Agreement No. 2 to the Hoyle, Tanner & Associates contract, which provides for a lump sum payment of \$6,000 (revised lump sum contract amount - \$44,900); subject to the concurrence by the FDOT; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted, subject to the approval by the Attorney for the Authority. Mr. Perry seconded.

Discussion ensued regarding the contract adjustments made to eliminate past ambiguities and provide for a more consistent contract, while offering the Board the latitude to accept or reject any bid as long as proper reasons were utilized.

Chair Tubb moved to vote on Mr. McEachern's motion. Motion carried 6-0. [Staff Note: Dr. Gallagher was absent from room during vote.]

AVCON, Inc. – General Agreement to Furnish Engineering and Consulting Services.

GACRAA has previously selected AVCON, Inc. to provide consulting engineering services for proposed airfield lighting projects. Each major phase of these projects will be documented through a Supplemental Agreement which will have a definition of the project, scope of services, schedule, and the compensation to be paid to AVCON for the services provided. The proposed contract is the negotiated master agreement between the parties. This document contains all of the standard boilerplate contract language. All of the provisions of this master agreement will apply to each project's Supplemental Agreement. FAA and FDOT's concurrence in the award of

the contract is also required.

Recommendation: Motion to approve the General Agreement to Furnish Engineering and Consulting Services to Gainesville-Alachua County Regional Airport Authority, between AVCON, Inc. and GACRAA; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted, subject to the approval by the Attorney for the Authority.

Mr. Brower moved to approve the General Agreement to Furnish Engineering and Consulting Services to Gainesville-Alachua County Regional Airport Authority, between AVCON, Inc. and GACRAA; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted, subject to the approval by the Attorney for the Authority. Mr. Bainter seconded. Motion carried 7-0.

Kenneth O. Lester – Airport Industrial Park – Deed of Release

On April 24, 1995, GACRAA and the City of Gainesville entered into a Real Property Purchase Option Agreement with the Kenneth O. Lester Company (KOLC), related to the land in the Airport Industrial Park. On April 14, 1997, the agreement was amended to revise the total acreage included in the option agreement and to reduce the number of acres that must be purchased in each option period. KOLC purchased 2.01 acres of the optioned property on July 28, 1998. Pursuant to the option agreement, KOLC has exercised their option to purchase 3.0 additional acres. Prior to completing a sale, a Deed of Release must be obtained from FAA. As part of that process, Resolutions are required from GACRAA and the City of Gainesville requesting the release, identifying the purpose of the sale and agreeing to use the proceeds of such sale for developing and improving the Airport. Following receipt of the Deed of Release from FAA, the real estate closing will be accomplished. [Staff Note: GACRAA, at its October 12th meeting, voted to adopt Resolution 00-009 by a voice vote of 8-0; however, the required roll call vote was not taken.]

Recommendation: Motion to adopt Resolution 01-001, and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted, subject to the approval by the Attorney for the Airport Authority. **ROLL CALL VOTE REQUIRED**

The Director stated that GACRAA, at its October 12, 2000 meeting, voted to approve the motion with a voice vote of 8-0. The Director further stated it has been GACRAA's practice in the past to do a roll call vote on resolutions; however, there is nothing written in GACRAA's By-Laws mandating that a roll call vote is required.

Mr. Brower moved to adopt Resolution 01-001, and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted, subject to the approval by the Attorney for the Airport Authority. Mr. Todd seconded.

Mr. Stanley recommended the By-Laws Committee review the roll call policy and offer a recommendation to the full Authority so that a policy or a By-Law could be established to

support how the Board would act for future resolutions.

Roll Call Taken: *Mr. Todd, aye; Mr. Perry, aye; Mr. McEachern, aye; Dr. Gallagher, aye; Mr. Brower, aye; Mr. Bainter, aye; Ms. Tubb, aye. Motion carried 7-0.*

Chair Tubb referred GACRAA's roll call on resolutions policy to the By-Laws Committee and asked that the Committee bring a recommendation back to the full Authority.

AMJ Construction, Inc. (AMJ) – Change Order No. 2

As the renovation of the General Aviation Terminal continues, modifications to the contracted work, and additions to the project scope of work, have been identified. The modifications include:

- Redesign of a component of the HVAC system.
- Installation or modifications to electrical and plumbing fixtures.
- Installation of an interior door.
- Change in the framing and finishing of certain wall sections in the terminal.
- Change in the exterior wall covering in lieu of painting.
- Additional lighting fixtures.
- Miscellaneous minor work items and permit fees.
- Extension of the rental contract for the modular office building.

Also included in Change Order No. 2 are additional items to be added to the projects scope of work to include:

- New roof for a portion of the building.
- Removal and replacement of the existing sidewalks.
- Substitution of thermoplastic striping for painted striping in the parking lots.
- Paving of the overflow parking lot adjacent to the GA terminal.

Recommendation: Motion to approve Change Order No. 2 to AMJ Construction, Inc.'s construction contract in the amount of \$115,439 (revised contract amount of \$799,054); authorize a Budget Amendment to increase the project budget to \$936,503; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority in substantially the same form as submitted, subject to approval by the Attorney for the Airport Authority.

The Director referred the Authority to the updated information found in the Supplemental Agenda.

The Director stated the first items are modifications to an existing scope of work and the second four (4) items are additions to the scope of work. The Director stated that some of the changes were required changes and other changes were optional enhancements.

Mr. McEachern moved to approve Change Order No. 2 to AMJ Construction, Inc.'s construction contract in the amount of \$115,439 (revised contract amount of \$799,054); authorize a Budget Amendment to increase the project budget to \$936,503; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority in substantially the same form as submitted, subject to approval by the Attorney for the Airport Authority. Mr. Perry seconded.

George Lebo and Andy West, representatives from Ingley, Campbell, Moses & Associates, Inc. discussed the changes involved with the HVAC system.

Further discussion ensued regarding the unexpected costs and changes involved with renovating a 50-year old building versus building new.

Mr. Hedgecock discussed paving the badly deteriorating overflow parking lot west to the GA terminal. Mr. Hedgecock explained that AMJ erroneously paved the southern portion of the parking lot and has agreed to payment of that portion of the lot at AMJ's cost of \$7,800. The northern portion of the lot will cost \$9,195.

The Director added that GACRAA would save \$5,566.50 by paving the lot now versus doing it later.

Mr. Hedgecock stated that AMJ has agreed not to charge any additional costs involved with the additional 30 days involved to complete the HVAC work.

Chair Tubb moved to vote on Mr. McEachern's motion. Motion carried 6-1. Dr. Gallagher dissenting.

AVCON, Inc. – Airfield Lighting Project

GACRAA has previously selected AVCON, Inc. to perform engineering services related to the following proposed improvements:

- High Intensity runway edge lighting for Runway 10-28
- Medium Intensity taxiway edge lighting for Taxiways "C" and "E"
- Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) for Runway 10
- Replace/Relocate Rotating Beacon
- Install new Runway Visual Range (RVR) for Runway 10-28

- Evaluation and upgrading of airfield signage
- Related modifications to airfield lighting vault and underground electrical cable system

Funding for this engineering services contract will be provided by the Federal Aviation Administration, Florida Department of Transportation, and GACRAA.

Recommendation: Motion to approve the Supplemental Agreement between GACRAA and AVCON, Inc. with a not to exceed cost of \$276,300, with a contingency of \$13,815 for additional services if deemed necessary by the Director of Aviation; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority in substantially the same form as submitted, subject to the approval by the Attorney for the Authority.

Mr. McEachern moved to approve the Supplemental Agreement between GACRAA and AVCON, Inc. with a not to exceed cost of \$276,300, with a contingency of \$13,815 for additional services if deemed necessary by the Director of Aviation; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority in substantially the same form as submitted, subject to the approval by the Attorney for the Authority. Mr. Bainter seconded.

The Director stated that the project would receive 90% FAA funding and 5% match funding from the FDOT. GACRAA would have to front-end the project until the grants from the Federal Government are received.

Chair Tubb moved to vote on Mr. McEachern's motion. Motion carried 7-0.

Air Service, Advertising, and Marketing Committee Meeting

The Air Service, Advertising, and Marketing Committee met on October 18, 2000 and November 7, 2000. Chair Tubb will brief the Airport Authority on the Committee meetings.

Recommendation: Listen to the presentation; take any action deemed appropriate by GACRAA.

Chair Tubb stated the contents of the meetings highlights are included in the backup materials.

The Director stated there are ongoing discussions with several airlines expressing an interest in doing business at the Gainesville Regional Airport.

The Director stated a South Florida FBO has purchased six aircraft (19 seaters) and is in the process of being DOT certified to offer commuter service within the state. The Director stated the airline would be speaking to the Authority in the future, as they would need assistance in getting started. The Director stated that the airlines have initially asked for confidentiality at this time.

Chair Tubb distributed a copy of Passenger Traffic Monthly Report (copy attached).

Chair Tubb stated that future reports would include Flightline's data as well.

Personnel Policies & Salary Compensation Ad Hoc Committee Meeting

The Personnel Policies & Salary Compensation Ad Hoc Committee met on November 6, 2000. Chair Taylor will brief the Airport Authority on the Committee meeting.

Recommendation: Listen to the presentation; take any action deemed appropriate by GACRAA.

Chair Tubb stated the Committee's recommendation is to have the full Authority adopt the RDU evaluation form as the model tool to be used in conjunction with the goals and objectives found in GACRAA's FY 99-00 Program Plan as the basis for the Director's FY 99-00 evaluation.

Chair Tubb further stated that the full Authority would use the same RDU evaluation form in conjunction with the mission and goals found in GACRAA's FY 00-01 Program Plan as the basis to establish specific objectives and standards to be used for the Director's evaluation next year.

Chair Tubb stated the Director would submit a self-evaluation to the Personnel Policies & Salary Compensation Committee by November 17th, and that the Authority should return their completed evaluation forms to the Airport's Administration Office by November 30, 2000. The Personnel Policies & Salary Compensation Committee will review the evaluation forms at its November 30, 2000 meeting and bring a recommendation to the full Authority at its December meeting.

Mr. McEachern recommended that the Authority members receive a copy of Dr. Thaxton's article to assist with their evaluation.

Discussion ensued regarding the process to be used in evaluating the submitted forms. Chair Tubb stated she did not wish to speak for the Committee's Chair, Dr. Taylor, who was absent from the meeting, but stated as a member of the Personnel Policies & Salary Compensation Committee, the evaluation process was yet to be determined.

Mr. Todd asked what type of evaluation process was in place to evaluate the Airport's employees.

The Director stated that evaluations are done on the rank and file employees on a yearly basis, using the City's evaluation form as the tool.

Mr. Stanley stated once the evaluation forms are submitted; they become public records, subject to the Sunshine Laws. Mr. Stanley stated he would submit a copy of the evaluation form used by the Hillsborough County Aviation Authority for GACRAA's review.

Chair Tubb – Items for Discussion

Discussion ensued regarding GACRAA's meeting time changed from 5:00 p.m. to 8:00 a.m. Concern was expressed that the 8:00 a.m. meeting time might prohibit public attendance.

Chair Tubb stated that her goal is to have the Authority be at its best performance level during GACRAA meetings. She further stated other Authorities, such as Tampa and Jacksonville's Authority, meet in the morning and would like GACRAA to meet at 8:00 a.m. on a trial basis for the next six (6) months.

Discussion ensued regarding a designated time certain for public comments. To eliminate the need to change GACRAA's By-Laws, the Citizen Input – Non-Agenda Items will remain as is.

Mr. McEachern moved to reject the Chair's prerogative to change the meeting time from 5:00 p.m. to 8:00 a.m. Dr. Gallagher seconded.

Mr. Stanley stated that GACRAA's By-Laws (Article 4, Section 1) states that the Chair has the absolute power to designate the date/time/location of regular monthly meetings. Mr. Stanley further stated that it would require a motion to suspend or change the By-Laws to remove that power from the Chair.

Mr. McEachern amended his motion to suspend the By-Laws until the By-Laws Committee could meet to review the By-Laws; and to keep the meetings at 5:00 p.m.

Mr. Brower recommended that Chair Tubb be allowed to exercise the prerogative that past Chairs have enjoyed; and allow the By-Laws Committee to review this issue and bring a recommendation back to the full Authority that would go into effect with the next Chair change.

Chair Tubb moved to vote on Mr. McEachern's motion to suspend the By-Laws. Motion fails 1-5. (Mr. Bainter, nay; Mr. Brower, nay; Dr. Gallagher, nay; Mr. McEachern, aye; Mr. Todd, nay; Ms. Tubb, nay)

Chair Tubb stated GACRAA will meet at 8:00 a.m. on a trial basis for the next six (6) months at the County Commission Building.

[Staff Note: Mr. Perry left the meeting at 6:30 p.m.]

Discussion ensued regarding the use of e-mail and the Sunshine Law.

Mr. Stanley stated that staff could use e-mail to send information and notices of meetings to the Board members; however, Board members e-mailing each other cannot have discussions, thoughts, or ideas within the contents of its e-mail.

Chair Tubb asked Mr. Stanley to e-mail the Board a list of e-mail guidelines to ensure that GACRAA stays within the Sunshine requirements.

Information Items

Air Service Marketing

Passenger traffic during October 2000 decreased 8.8% (-2,437 passenger trips) versus October 1999.

Year-to-date traffic is down 4.8% (-12,142 passenger trips) compared the same period in CY99.

TARDIS & DBRITE

Authorizing language for the installation of TARDIS & DBRITE radar display units, in the Gainesville Air Traffic Control Tower, were included in the final FY 2001 Transportation Appropriations Act signed by President Clinton on October 23, 2000. The TARDIS system is expected to be installed during the Spring of 2001. FAA plans an upgrade to the DBRITE system during FY 2003. Congresswoman Karen L. Thurman was instrumental in obtaining the federal commitments to install the new radar display system. The Director noted that Tower Chief Ted Lane and local pilot Dr. Irvin N. Gleim also assisted in obtaining the TARDIS installation.

The Director stated that FAA did not support TARDIS and that GNV's TARDIS installation is FAA's first in the Southern region. The Director stated he recently found out that the FAA would be installing two (2) TARDIS units in GNV's tower. The Director stated the value of each TARDIS installation is between \$50,000 - \$100,000, and the value of DBRITE is \$250,000.

Port-a-Port Hangars – Electric Service

The installation of external electrical outlets to serve the west eight-hangar unit was completed and power was available on June 29, 2000. Power to the east ten-hangar unit was completed October 26, 2000.

Budget Report

Report titled Gainesville Regional Airport Statement of Operating Revenues, Expenses & Income for the period of October 1, 1999 through September 30, 2000 is included in the agenda back-up materials. GACRAA completed FY 99-00 with operating revenues exceeding operating expenses.

The Director stated the auditors would be doing the independent audit beginning in December and the results are expected to be available in February.

Temporary Land Use – Circus

GACRAA approved a Temporary Land Use Contract at its June 8th meeting to allow the Sterling & Reid Bros. Circus to use the Airport property (former Riding Horse Association site) for a two-day event. Sterling & Reid Bros. has cancelled the proposed event.

General Aviation Terminal and Parking Lot Renovations – GACRAA Project No. 00-005

As of October 25, 2000, the project is 72% completed for the parking lots and 26% completed for the General Aviation Terminal.

Construct Group III Aircraft Storage Hangar ~ GACRAA Project No 00-008

Advertisement for construction bids was placed on November 5th. A pre-bid meeting will be held at Flightline Gainesville on November 15th at 10:00 a.m. Bid submittals are due on December 13, 2000 at 3:00 p.m.

The Director stated the dates have changed as follows: advertisement date has been changed to November 12, 2000, pre-bid meeting will be held November 20th. The bid submittal date is still December 13, 2000.

The Director distributed a schedule of the City/County Task Force meetings (copy attached). The Director stated that the opportunity for GACRAA's input is on the Task Force's November 15, 2000 Agenda to discuss GACRAA's governing structure.

Chair Tubb stated she gave a report to the City Commission on November 7th and would be meeting with the County Commission on November 14, 2000. Chair Tubb stated she plans on meeting quarterly with the Commissions to keep them abreast of Airport activities.

Tenant Reports: **Airport Tenants Association**
 Gainesville Pilots Association

Airport Authority Input

At GACRAA's October 12th meeting, a member of the public inquired about the status of the dry wells located within 200 feet of the proposed T-hangar site.

Mr. Hedgecock stated the wells in question are monitoring wells, which are remote from this site and would not affect the proposed T-hangar project.

Discussion ensued regarding GACRAA receiving facility reports to keep Board members abreast of service interruptions.

The Director stated staff would forward NOTAMS received from the Flight Service Station to the Authority. The Director further stated staff was not privy to the FAA facilities outages/interruptions. In order to receive FAA reports, staff must file a Freedom of Information Act request on a monthly basis.

Mr. Bainter requested that GACRAA also be informed of any major items of significance that may not be on a NOTAM, such as the air conditioning in the terminal going out.

Mr. McEachern requested that the Authority be informed of inoperative gates and radio beacons as well.

Chair Tubb asked that the Director to provide a report on the inoperative gates at its next meeting.

Dr. Gallagher asked if a program was in place to replenish the trees that were harvested on Airport property.

The Director stated that a tree management program was prepared before the harvesting was initiated. Only pine trees are being harvested, which will allow the remaining canopy to expand. The Director further stated that the GRU Forester had informed him that the forest re-seeds itself in time; therefore no direct planting program was necessary. The Director offered to provide a tour or have the Forester provide a tour if the Authority so desired.

Airport Authority Attendance

Adjournment

There being no further business, the Airport Authority meeting of November 9, 2000 was adjourned at 7:23 p.m.

Respectfully submitted,

Gene P. Clerkin, Director of Aviation

GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY

Marilyn Tubb, Chair

Dr. Jim Gallagher, Secretary/Treasurer

DATE: _____