

<p><b>GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY</b></p> <p><b>November 15 2007 - 5:00 p.m.</b></p> <p><b>Gainesville Technology Enterprise Center Main Conference Room Monthly Meeting</b></p> <p><b>AGENDA</b></p>
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✈ Please turn off all cellular phones and beepers. ✈

**CALL TO ORDER BY THE CHAIR**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**DETERMINATION OF A QUORUM**

**APPROVAL OF MEETING HIGHLIGHTS**

The Airport Authority will review and approve the GACRAA monthly meeting Highlights of October 25, 2007.

**Recommendation:** Motion to approve the meeting Highlights of October, 2007 and authorize the Chair and Secretary/Treasurer to execute the documents on behalf of the Airport Authority.

**ADOPTION OF AGENDA**

**CITIZENS INPUT – NON-AGENDA ITEMS**

**AIRPORT AUTHORITY INPUT – NON-AGENDA ITEMS**

**CONSENT AGENDA**

<b>1.</b>	<b>Information Items</b> _____	<b>9</b>
	✈ Project Summary _____	9
	✈ Passenger / Cargo / Fuel Statistics _____	18
	✈ Airline Load Factors _____	22
<b>2.</b>	<b>Finance Report</b> _____	<b>23</b>
<b>3.</b>	<b>Compass Bank – Tax Free Line of Credit – Resolution 08-001</b> _____	<b>27</b>
<b>4.</b>	<b>Compass Bank – Line of Credit Draw – Resolution 08-002</b> _____	<b>38</b>

<b>TENANT REPORTS</b>	<b>40</b>
1. University Air Center	40
2. Gator Aviation Services, LLC	40
3. R D Air Services, LLC	40
<b>AIRPORT AUTHORITY INPUT</b>	<b>40</b>
<b>AIRPORT AUTHORITY ATTENDANCE</b>	<b>40</b>

**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**

**Thursday, October 25, 2007 –5:00 p.m.**

**Gainesville Regional Airport**

**Gainesville Technology Enterprise Center (GTEC) – Board Room**

**Monthly Meeting**

**Highlights**

**Call to Order by the Chair**

Chair Peter L. Johnson called the meeting to order at 5:00 p.m.

**Invocation:** Mr. Jim Stringfellow delivered the invocation.

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

**Authority Members Present at Roll Call:** Billy Brashear, William Breeze, Pete Johnson, Mac McEachern, Jim Stringfellow, Kinnon Thomas and Janet Woods were present. Mark Goldstein arrived at 5:16 p.m. Win Phillips was absent.

Ex-officio member Brent Christensen was present. City of Gainesville liaison Erik Bredfeldt was absent.

**Determination of a Quorum:** It was determined that a quorum was present at roll call.

**Approval of Meeting Highlights for September 26, 2007**

*Mr. Thomas moved approval of the meeting highlights for September 26, 2007. Mr. Breeze seconded the motion. Motion passed.*

**Adoption of the Agenda**

*Mr. Thomas moved to adopt the agenda as presented by staff. Mr. Stringfellow seconded the motion. Motion passed.*

**Citizens' Input – Non-agenda Items - None**

**Airport Authority Input – Non-agenda Items - None**

**Consent Agenda:**

*Mr. Thomas moved approval of the consent agenda; motion to approve the execution of a Professional Services Agreement with The Boyd Group, Inc. for the completion of a Traffic Capture Analysis project. Mr. Stringfellow seconded the motion. Motion passed.*

**Airport Business:**

**Finance & Operations Committee Report**

Mr. Stringfellow reported that the Finance & Operations Committee met on October 25 prior to the GACRAA monthly meeting.

Mr. Stringfellow reported that the committee recommends approval of a \$3 million line of credit offered by Compass Bank. He stated that the loan will be utilized to finance the Terminal Renovation – Phase 2 project that is currently underway and will provide funds to finance approximately 43% of the costs of the project until funding is available from the FAA.

Mr. Stringfellow reported that the term of the loan is for two (2) years and that the interest rate will be the tax-free equivalent of one-month Libor plus 2% or approximately 4.57%. He noted that there will be approximately \$25,000 in fees to execute the loan.

Mr. Stanley, Attorney for the Authority, recommended reviewing the documents and considering the line of credit at the next meeting.

Mr. Penksa recommended wording the agreement to allow the airport the option of adding additional construction items to the line of credit.

***Mr. McEachern moved to table Resolution 08-001 until next motion. Motion passed.***

### **Information Items**

Mr. Penksa reported that RD Air Services is interested in offering aircraft maintenance services in their current temporary location in the bi-fold door hangar in anticipation of offering such services in one of the new hangars to be constructed by RD Air. He indicated that the existing facility does not meet the current Minimum Standards and he recommended that the Attorney for the Authority review the matter and provide an opinion to the Authority. He stated that the RFP for the corporate hangar site did not include aircraft maintenance services as a desired activity for the corporate hangar site.

***Mr. McEachern moved to provide temporary authorization to offer aircraft maintenance services subject to the Attorney's approval. Mr. Breeze seconded the motion.***

Mr. Penksa reported that he cautioned RD Air Services not to invest in maintenance equipment prior to receiving the approval of the Board to operate as an aircraft maintenance service provider.

Mr. Stanley stated that it is not prudent for the Board to provide temporary authorization to RD Air Services and he recommended waiting until the November meeting to take action following legal review.

Mr. Scott Branham, RD Air Services, stated that the firm has already acquired equipment to perform self-maintenance on its air charter fleet. He indicated that RD Air Services' larger investment will be the purchase of liability insurance as an aircraft maintenance provider. He also indicated that RD Air Services would prefer to wait for a final decision from the Board rather than advertise a temporary service.

***Mr. McEachern withdrew his motion as it was the consensus to wait another month to consider the matter.***

Mr. McEachern, Mr. Stringfellow and Ms. Woods commended Mr. Branham for attending recent City Plan Board and City Commission meetings and providing comments regarding the proposed Hatchet Creek development.

Mr. Penksa reported that the T-Hangar development project is essentially complete. All punch list items have been addressed by the contractor and all units are rented.

Mr. Penksa reported that DayJet held a kick-off event on Friday, October 5. He stated that the event was well attended. DayJet has begun commercial revenue operations and is currently performing in accordance with its business plan.

Mr. Michael Iguina, Airport Facilities Manager, reported that the skylight installation over the atrium, a component of the Terminal Renovation – Phase 2 project, is approximately 30% complete. He reported that Jet Fuel Coffee has been relocated to the ticket lobby in an area adjacent to the Delta Connection ticket counter. Mr. Iguina reported that installation of drywall and HVAC ductwork in the new administration area is underway. He reported that underground piping for the new Pump House is almost complete.

Mr. Penksa stated that former Gainesville mayor Thomas Bussing attended the September meeting to present an idea to install an array of solar panels on the airline terminal roof. The solar panels are owned by Gainesville Regional Utilities (GRU). He reported that the Board supported the project as presented by Mr. Bussing and he informed GRU General Manager, Karen Johnson, of the Airport Authority's support for the project. He reported that Ms. Johnson replied and it now appears that GRU is not as anxious to pursue the project as previously thought. In addition, Ms. Johnson stated that the cost to the airport to install the solar panels could be in the range of \$25,000 to \$45,000.

***Mr. Goldstein moved to direct staff to continue to work with GRU to develop a maximum budget of \$45,000 and to provide more information on the installation of the solar project on the roof of the airline terminal. Mr. McEachern seconded the motion.***

A lengthy discussion followed regarding the first attempt to install solar panels on the terminal roof. Dr. Brashear described the previous attempt, thirty years ago, as a “disaster”. Several Board members noted that photovoltaic technology has advanced since the 1970's. Ms. Woods recommended that the City should pay one-half the cost of the project. Mr. Goldstein urged Board members to consider the high public relations value of the project rather than its economical feasibility.

***Following the discussion a voice vote followed on Mr. Goldstein's motion. Motion passed 6-2 with Dr. Brashear and Mr. Stringfellow dissenting.***

Mr. Penksa reported that the Taxiway A Lighting Project is essentially complete. He stated that 75-80% of the punch list items have been addressed and a final walk through by FDOT and FAA will be scheduled for the week of November 12.

Mr. Fred Loeffler, R.W. Armstrong & Associates, reported that a training session for staff will be held during the week of November 6 to review the operation and maintenance of the new taxiway lighting and new electrical vault.

Mr. Penksa reported that he and Mr. Iguina met with the contractor for the consolidated communications tower on October 25. He reported that work is scheduled to begin November 5 and construction will be completed in three to four weeks. He reported that the tower will display an illuminated U.S. flag.

Mr. Penksa reported that he met with the Gainesville Fire Chief on October 16<sup>th</sup> to discuss ways to reduce expenses at Station 6 located on airport property. He reported that the Fire Chief has agreed to discuss with the City Manager the usage of lower wage rates to calculate the Airport's cost of operating Station 6. Mr. Penksa reported that he will continue to work on calculating the estimated cost of having the Airport hire its own crew of fire fighters.

Mr. Penksa thanked all Board Members who participated in the City Plan Board and City Commission meetings regarding the Hatchet Creek Development. He also thanked RD Air Services, University Air Center and Bradley Spatz for providing their comments/opinions.

Mr. Penksa distributed copies of the Hatchet Creek developer's proposed amended language for conditions A-2 and A-3 to the Board members and to the Attorney for the Authority. He reported that the language would like be discussed at the City Commission's meeting scheduled for Monday, October 29 at 3:00 p.m. He also distributed copies of the Airport Hazard Index; he indicated that the handouts were copies of material prepared by Mr. Carpenter, the developer's attorney.

Mr. Penksa reported that it is the recommendation of city staff is to **not change** the Industrial zoned portion of the property to allow residential. He reported that the City Plan Board agreed with this recommendation.

Mr. Penksa reported that it is the recommendation of city staff to **not allow** residential within the 65 dnl noise contour regardless of zoning, industrial or residential.

Mr. Penksa stated that the proposed amended language for condition A-2 indicates that the developer will not build residential inside of the 65 dnl contour in the Industrial zoned land but will build within the 65 dnl contour on the property that is zoned residential on the future land use map.

Mr. Penksa restated his understanding of the Board's position that it is not in favor of changing the Industrial zoning to allow residential units within the noise contours and also to keep residential units outside of the existing 65 dnl; obtain a new Part 150 Noise Study to establish the noise contours; provide the City with current, five-year out, and twenty-year out noise contours for consideration in updating its Airport Hazard ordinance; and work with the City to determine which contour is adopted making sure that the one selected would accommodate future growth at the airport.

Mr. Penksa stated that, in his opinion, the proposed amended condition A-2 is contrary to the Board's position and is contrary to the FAA's position.

Mr. Stanley stated that it is the Board's decision; he stated that based on information relayed to him, there is nothing factually that would change the Board's opinion. He stated that nothing factually has been offered that would change the Board's opinion.

Mr. Penksa recommended that if the developer is proposing to adhere to a certain noise contour, that the City produce a specific map with a physical line illustrating the location of the noise contour and the all parties sign-off on the location of the contour.

Mr. Stanley recommended that the noise contours be included in a survey that would be shown on the plat for each individual lot. He noted that the amended A-2 does not prohibit the construction outside of the Industrial zone and still within the 65 dnl and that the easements, that have been talked about but which he

has not yet seen, do not prohibit the residents from making any kind of claim for nuisance or lawsuit against the Authority.

Mr. Penksa stated that the developer's original offer was to include easements and noise insulation on the entire property and that the easement language would be subject to the approval of the City Attorney and GACRAA's attorney. He stated that the developer has now struck the GACRAA attorney, relying only on the City Attorney for drafting the easement language. Mr. Penksa suggested that the City Commission not entertain using the easements as a "carrot" for the developer in exchange for a zoning change unless the easement language City Commission has the language and it has been reviewed by GACRAA.

Mr. Stanley stated that if the City is willing to hold the Authority harmless and indemnify it, then it could be a consideration.

Mr. McEachern noted that the Board took action to approve obtaining a new Part 150 Noise Study. He noted that 65 dnl is the level of significance recognized by the FAA. He reported that he had read, and the he questioned the City's noise consultant and that he concurs, that the level of significance is lower than 65 db and recommends asking for 50 dnl and 55 dnl on the new noise map and recommends encouraging the City to adopt a lower level of significance.

***Mr. McEachern moved to make a request of the City to permit the GACRAA Board to participate in drafting the easement language. Mr. Stringfellow seconded the motion. Motion passed.***

### **Air Traffic Volume Statistics**

Mr. Penksa reviewed air traffic volume statistics.

### **Finance Report**

Mr. Matthew Lyons, Business Manager/CFO, reviewed the Finance Report for the period ending September 30, 2007. He reported the following results:

<b>Revenue</b>	<b>September Year-to-Date Actual (12 mos.)</b>	<b>September Year-to-Date Budget (12 mos.)</b>	<b>Variance Over / (Under)</b>
Total Operating Revenue	\$4,343,755.94	\$4,160,387.57	\$183,368.37
<b>Expenses</b>	<b>September Year-to-Date Actual</b>	<b>September Year-to-Date Budget</b>	<b>Over / (Under)</b>
Total Expenses	\$3,536,878.49	\$3,681,589.93	(\$144,711.44)
<b>Income (Loss) Before Depreciation</b>	<b>\$806,877.45</b>	<b>\$478,797.64</b>	<b>\$328,079.81</b>
Capital Equipment	\$0.00	\$0.00	\$0.00
<b>Net Carryover to 2008</b>	<b>\$806,877.45</b>	<b>\$478,797.64</b>	<b>\$328,079.81</b>

### **Quintana Land Purchase**

Mr. Penksa reported that Airport neighbor Sergio J. Quintana, communicated his desire to sell a parcel of land contiguous to airport property. The parcel, 17731-004-000, consists of approximately 15.2 acres and is located southeast of the threshold to Runway 29. Mr. Quintana is interested in obtaining an appraisal to determine the fair market value of the property.

Mr. Penksa recommended that the Board consider purchasing the parcel. The property is located within an area identified for "Future Acquisition" intended "to eliminate existing and potential future noncompatible land use" along the east southern boundary of the airport in the Gainesville Regional Airport Master Plan Update of October 1987. As much of the property is wetlands, it could be utilized as buffer between the airport and neighbors to the south.

Mr. Penksa recommended obtaining an appraisal to determine the fair market value of the property and upon successful negotiation of the price, pursue the purchase with GACRAA, FAA or FDOT funds.

*Mr. Thomas moved staff's recommendation regarding Mr. Quintana's property. Mr. Goldstein seconded the motion. Motion passed.*

**RD Air Services – Maintenance Operations Request**

This agenda items was referred to the next meeting to allow the Attorney for the Authority time to review the matter.

**Airport Authority Attendance**

No issues to report at this time.

**Tenant Reports**

Mr. Bill Pokorny, University Air Center General Manager, reported that 3 million gallons of fuel were sold in FY2007. He reported that sales to the military were 257% in September 2007 compared to September 2006. He stated that 10% of all fuel was pumped to University Air Center for its charter aircraft.

Mr. Pokorny reported that University Air Center recently held an Open House. He reported that 25 "discovery flights" were flown and that several patrons are interested in pursuing flight training.

Mr. Pokorny reported that two Marine Harriers were scheduled to arrive at the FBO on Friday night, October 26.

**Airport Authority Comments**

Mr. McEachern stated that he appreciated that several members of the Board attended the City Commission meetings for its discussions regarding the proposed Hatchet Creek development that is planned on land adjacent to Airport property.

**Adjournment**

There being no further business, the meeting was adjourned by the Chair at 6:40 p.m.

**GACRAA Monthly Meeting**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

## AIRPORT BUSINESS

### 1. Information Items

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#### → Project Summary

##### 1. **Transportation Security Administration Hurricane Preparedness**

Gainesville Regional Airport has been chosen to house emergency supplies such as food, water, generators and trailers required to support TSA staff at airports affected by hurricane damage. The inland location is strategic for distribution, with some protection afforded through distance from the Atlantic Ocean and Gulf of Mexico. Materials will be staged at GNV, standing ready for dispatch anywhere in the southeastern United States. Materials have begun to arrive, many of them housed at Florida Food Service, and staff will develop a lease amendment to accommodate this new TSA activity.

##### 2. **RFP # 07-002 Corporate Hangar Area Development**

The Board accepted a proposal from RD Air Services, LLC to develop approximately three (3) acres of property as a Corporate Hangar site to include ramp and taxi lanes. RD's construction site plan has been reviewed by the City and was approved by GACRAA at its June 27 meeting. A Phase I environmental audit of the property has been completed. A copy of the report was submitted to RD Air Services. Staff is awaiting certain documents from RD required prior to lease signing. Staff needs RD Air Services' construction cost estimate and construction schedule as well as performance bond or other acceptable security. Staff has asked for all items necessary to execute the lease by the end of September. RD Air reports that they are still awaiting completion of their appraisal for the loan and final loan approval but they expect to have all documents for GACRAA legal review and lease execution in the next two weeks.

##### 3. **T-Hangar Development**

The project is complete. A few minor punch-list items remain. Final Inspection of the project with representatives of FDOT was completed on Thursday, September 27<sup>th</sup>. Punch List items are essentially complete. One or two small cleanup items remain. All of the units are rented and are now generating revenue. All but a few aircraft owners have moved in.

##### 4. **Relocation of Entrance Road between Airline Terminal and Waldo Road**

An earmark was received in the USDOT Highway Reauthorization Bill. \$950,000 in additional funding for this project was also announced as FDOT Growth Management funding. A member of the Delegation has expressed an interest in putting a sign with Airline logos on Waldo Road. A task order for design was approved by the Board and an FDOT grant agreement has been accepted. The Airport needs to develop additional airside land to meet future general aviation needs. The FAA's Orlando ADO is of the opinion that the project does not qualify for AIP or PFC funding. The federal grant does not require any local match, but is insufficient to complete the project. More federal funds will be needed to complete the project without a large local share. FDOT has notified staff that construction of a partial road using 100% of the available federal funds with no state or local match is acceptable. The partial road will provide access to approximately 33 acres of airport land for future aeronautical development as well as a connection to the proposed county commerce park. The City Plan Board, in its approval of rezoning the current fairgrounds site for use as a business park, is in favor of utilizing access from Waldo Road via the proposed Airport Entrance Road. GACRAA has approved moving forward with the project to use up the federal funds available at 100% of project costs. The available funds will pay for approximately 1,700 feet of two-lane roadway. The road will not connect with the terminal loop road until additional federal funds are made available. Staff will pursue additional federal funding at the appropriate time in hopes of completing the roads.

**5. DayJet™**

DayJet is a "Per-Seat, On-Demand" air taxi operator based in Delray Beach, FL. Gainesville is one of DayJet's first 5 DayPorts in Florida. DayJet has also established its first DayBase in Gainesville. DayJet is also considering Gainesville for an operations maintenance center; these two activities would together require as many as 120 employees. DayJet has taken delivery of seven (7) Eclipse E-500 aircraft and plans to begin operations later this summer. DayJet is currently preparing the hangar for operations. DayJet has been performing intensive pilot training activities at the Airport and has received their FAA certificate to carry passengers. Commercial service proving runs are being completed. The official kick-off event was held on Friday, October 5<sup>th</sup> and was well attended. DayJet has begun revenue passenger operations and is pleased that the number of operations is "within the envelope of their business plan".

**6. Airline Passenger Terminal Renovation**

The building permit was issued and the contractor began work in mid-May. A surplus trailer has been acquired to house offices for facilities maintenance and operations staff displaced by construction work in the former terminal restaurant area. The project is several weeks behind schedule. Airport staff is evaluating the contractor's requests for additional time. Construction barriers have been erected in the main passage ways in the terminal and overhead plumbing and HVAC work has begun as well as some wall demolition. The new board room and

administration offices have been framed out and drywall is underway. Erection of structural steel to enclose the courtyard is almost complete. Conduits for upgraded electric service cables have been installed beneath the terminal drop-off lane. Site work for the new HVAC plant continues. Staff is negotiating proposed changes to the concession area with the contractor. These changes will result in a smaller but more finished and more efficient use of space.

**7. RD Air Services, LLC**

RD Air has established and occupied temporary offices next to the Bi-fold Door Hangar they lease. The new door arrived and installation will be completed as soon as storefront modifications to the hangar are completed.

**8. Multi-Modal Facility**

Utilizing the FY05 USDOT grant and FDOT Growth Management funding, a Phase I scope of work is being developed. A bus/shuttle stop, taxi cab queuing area, and private vehicle waiting area are anticipated as elements of this project. Staff has submitted an application to use 100% of the federal funds available (approximately \$291,534) with the minimum amount of local match (10%).

**9. St. Johns River Water Management District**

The water management district is pursuing resolution of conservation easement recordation and wetland clearing permits associated with work done in the early 1990's (Taxiway A Extension) and mid-1980's (tree clearing in the approach to Runway 29) respectively. The water management district has tentatively agreed to the proposal of recording the easement on Gum Root Park property. The City Commission approved recordation at its June 26, 2006 meeting if they receive \$118,000 from GACRAA. The Commission must now approve Amendment # 2 to the Interlocal Agreement that the GACRAA Board approved on October 26, 2006. A survey of the easement has been prepared by RS&H as well as a draft easement area management plan. Both have been submitted to SJRWMD for approval. Airport staff will work with the City of Gainesville to develop an MOU for continued city maintenance of the area to remove exotic species. Comments to the proposed easement language have been received from SJRWMD and have been forwarded to the City Attorney's office for review. Staff hopes that the review can be completed on time for SJRWMD approval at their November meeting.

**10. Edge Lights on T/W A**

The new Taxiway A lights are now operating on manual control only. The project is substantially complete. Completion of fiber optic patch panels for tower/vault control continues, as well as final details on the vault building and control relay equipment installation are expected by October 26<sup>th</sup>. The FAA has granted permission for the Airport to use any excess project funds on the ARFF building door and exhaust system modifications, installation of a dry chemical fire fighting

system on the existing ARFF vehicles, as well as an update to the Airport Airfield signage plan as required by FAA. The vault emergency generator and automatic transfer switch are to be tested and signed off the week of October 22<sup>nd</sup>. A preliminary walk through of the project was completed. All tower/vault fiber optic lines are installed and are operational. A few punch list items remain, including training of airport maintenance personnel and some close-out documentation. The contractor is out of contract time as of September 28, 2007 and liquidated damages of \$100 per day are being assessed subject to any request and negotiation for additional time.

**11. Gainesville Regional Utilities (GRU) Rebate**

A rebate check in the amount of \$13,594.90 has been received from GRU.

**12. Florida Food Service**

Florida Food Service plans to expand its facility in the Airport Industrial Park. City and GACRAA approvals have been obtained; modifications to the sale have been approved, requiring \$50,000 be set aside from net proceeds to pay for potential environmental remediation. The closing took place on January 17, 2007. The City of Gainesville has drafted an Escrow Agreement to define the terms for holding the \$50,000 in escrow. The Escrow Agreement was approved by GACRAA in May 2007, and holds the sum in escrow until 2011. The funds are currently in an interest bearing account. The construction at Florida Food Service is nearly complete and no contamination has been found. Staff expects the escrow may be released early.

**13. Automated Flight Service Center**

The FAA has outsourced Automated Flight Service Station (AFSS) functions to Lockheed. A letter outlining the merits of keeping the GNV station open was sent to Senator Mel Martinez, Senator Bill Nelson, Congresswoman Corrine Brown, Congressman Cliff Stearns, FAA Administrator Marion Blakey, and Mr. Dan Courain, Vice President and AFSS Program Manager, Lockheed Martin Information Technology. Lockheed took over operation of the GNV AFSS station on October 1, 2005. Lockheed closed the GNV AFSS on July 30, 2007. Staff has contacted AFSS to confirm their intentions for the building. The current lease expires September 30, 2008. FAA Airways Facilities management is considering vacating its current location across the road from UAC and occupying the AFSS building. Staff will prepare recommendations for future use of the building at market rate for presentation to the Facilities and Planning Committee. Mr. Penksa has left several messages with FAA real estate personnel wishing to discuss FAA's desires regarding the building. Staff has sent a formal request letter in order to prompt a response. We are awaiting a reply from FAA.

**14. Consolidated Rental Car Facility**

A \$3.00 Customer Facility Charge (CFC) went into effect August 1, 2005. Initial conceptual design work has been completed. The project scope must be revised in order to fit within the original budget. A meeting with the local rental car representatives was held on April 20, 2007. Only the representative from Hertz attended. Staff has prepared a reduced facility to fit within the original scope of work. A drawing of the revised project site plan has been prepared by RS&H and has been circulated to the rental car companies for comment. Three companies have submitted comments so far and the concept plan will be revised as comments are received.

**15. Expanded Rental Car Ready Lot**

A Rates and Charges study is underway that will help staff develop a strategy for constructing additional ready/return parking spaces.

**16. Financial Policy**

A new Financial Policy is needed to describe the Authority's financial strategy and accounting structure that is now in place.

**17. Facility Solicitation / Evaluation / Leasing Policy**

A policy is needed to describe how the Authority intends to go about leasing facilities it owns, and when competitive processes will be employed. A draft policy has been developed for the Facilities and Planning Committee to consider.

**18. ADS-B Installation**

Gainesville is one of five sites in Florida to receive new technology that will broadcast traffic information to aircraft. Installation of equipment was anticipated in 2004. An obstruction survey of the approaches has been completed. Several trees were identified for removal to minimize visibility minimums. The Airport located and marked the trees for eventual topping or removal. Some of the trees closest to the airport have been topped. Staff has requested an updated schedule for funding and installation of the approach from FAA.

**19. Airport Master Plan Update**

Reynolds, Smith & Hills, Inc. has delivered the final documents. Copies of the final document are being distributed to various stakeholders and are also available for viewing in the Administration Office.

**20. Fairground Property**

The County Commission has adopted Plan East Gainesville, which includes redevelopment of the existing fairgrounds into a Business/Commerce Park. County staff has recommended moving the fairgrounds to a site just north of the Airport Industrial Park. The County has purchased the aforementioned property.

A deed restriction on the current fairground site has been moved to the new site and the County has petitioned the City to rezone the current site for business use.

**21. Consolidated Communications Antennae, RFP # 05-005**

The Ground Lease Agreement is fully executed, and the tower developer has begun the permitting process. Engineering of the antennae is nearing completion. The City required zoning changes to accommodate the tower and other potential developments. The necessary zoning changes were approved by the City Commission in April 2007. The Board authorized TowerCom to build a “flag-ready” unipole tower. Staff has received a site plan for review. The site plan for the tower, including the U.S. flag presentation was approved by the City Plan Board on July 19<sup>th</sup>. The approval was granted with some minor modifications requested by city staff. The contractor is to supply a performance bond to cover demolition and removal of the tower in the event it is abandoned. TowerCom received their building permit from the City in late October. A preconstruction meeting with the building contractor and airport staff was held on October 25<sup>th</sup>. Construction commenced on November 6<sup>th</sup> and is expected to take approximately 30 days.

**22. Hatchet Creek Development**

On February 28, 2007, a developer held a Neighborhood Workshop to discuss a proposed Large-scale Comprehensive Plan Amendment on 498± acres near the Ironwood Golf Course. The proposed project will change the land use from Single Family Residential and Industrial to Planned Use District (PUD) to allow for mixed-use development including single-family residential units, multi-family residential units, commercial space, and office space. The eastern boundary of the site is approximately ½ mile from the end of Runway 11-29, the Airport’s primary runway. Staff has communicated to the City Manager and to City Commissioners the airport’s opposition to the proposed zoning change on land adjacent to airport property. The property in question is within the 65 ldn – 70 ldn noise contour, and residential zoning is not a compatible use for this land. City Planning staff has provided its recommendation, to approve with conditions, to the City Plan Board. The developer has re-submitted his application and proposes 1,500 age restricted dwelling units, 500 assisted living units, 100,000 square feet of office space and 100,000 square feet of retail/commercial space. Staff believes the developer has agreed to provide noise insulation and aviation easements over the entire property. The developer is to provide copies of the easement language to GACRAA’s attorney. The application went before the City Plan Board on September 20, 2007. The city arranged a conference call with FAA personnel at the Orlando Airports District office on September 5<sup>th</sup> to discuss FAA’s concerns and available options. FAA is not in favor of changes to existing Industrial zoning to Residential. City Staff has recommended approval with conditions but does not recommend changing existing Industrial zoning or allowing residential construction within the City’s established 65 dnl zone. The City is encouraging GACRAA to update the airport noise contours as quickly as possible. GACRAA and the City will need to

decide which contours are appropriate for update of the City's Airport Hazard Ordinance and comprehensive noise plans. GACRAA has approved a task order with RS&H to update noise contours as the first phase of and FAA Part 150 Study. The task order is subject to FAA funding approval and completion of an independent fee estimate. The proposed task order is currently undergoing independent fee review. The independent fee review has been completed. The proposed task order is within 10% of the independent fee review. The task order has been sent to the FAA for review and concurrence. The FAA's Orlando ADO has included the project in its proposed 2008 program. Staff recommends issuance of Notice to Proceed to the consultant as soon as FAA concurrence is received.

**23. City of Gainesville Fire Rescue Services**

The City of Gainesville, in anticipation of budget shortfalls due to the State Legislature's actions regarding property taxes, has advised the Airport that it will increase the fee to staff the Airport's Fire Station. The City intends to increase the fee by approximately \$230 thousand dollars. Staff submitted a response to the City's proposed increase on July 14<sup>th</sup>. Staff has met with the City Manager and Fire Chief to discuss various options for reducing cost. The airport and city staff agreed to try and negotiate costs and explore a change in staffing with the firefighter union. The City Commission approved a motion giving GACRAA one-year notice of termination of the agreement on October 1, 2007. The Authority will have the option of continuing the agreement for an additional five (5) months beyond October 1, 2008 at 100% cost reimbursement. The City Commission directed staff to work with GACRAA to negotiate a new agreement and explore cost reduction measures. Staff met with the Fire Chief on October 16<sup>th</sup> to begin discussions on possible cost cutting measures. Staff hopes to conclude discussions with the City by the end of November and make a recommendation for Board action on the matter in December.

**24. GACRAA Email**

A project to implement the Board's request to provide public access to GACRAA members' email on the Airport's website is completed. E-mail to Board members can be viewed on the website.

**25. Emergency Exercise**

A full-scale emergency exercise was conducted at the Airport involving numerous local and federal agencies on Thursday, October 18 as part of the Airport's emergency operations plan. The FAA requires that all air carrier airport operators hold a full-scale exercise at least once every three years. An emergency exercise critique meeting was conducted on Thursday, November 1. Representatives from local and federal agencies met to evaluate the exercise and recommend changes to airport's emergency operations plan. The event helped local agencies update their emergency response plans as well.

# Terminal Renovation Project Update Status 11/15/07



Masonry wall construction – pump house



Mechanical and electrical work



Relocated TSA and secure area



Mechanical equipment curbs for HVAC units



Gypsum wall completed – vending/lounge area



Pump House

## KEY WORK ACCOMPLISHED

- Gypsum board and sound insulation completed in vending/lounge area.
- Pump house foundation and concrete floor completed and the masonry walls are being erected.
- Plumbing work is being completed in the new east and west toilets.
- Mechanical room electrical and plumbing work is continuing.
- Courtyard parapet wall plaster is completed.
- Mechanical equipment curbs are completed for the HVAC units at the courtyard.
- Relocated TSA area.

## CRITICAL UPCOMING ACTIVITIES

- Begin skylite installation.
- Complete gypsum board prime coat in the vending/lounge area.
- Complete the pump house and screen wall masonry work.
- Continue mechanical and electrical work in the mechanical room and the east and west toilets.
- Complete the secure holding access walkway for TSA.
- Finish roof installation each side of the skylite.

# Taxiway A Lighting and North Electrical Vault



New LED lights and signage looking East



North Electrical Vault



Access road from Taxiway A to North Electrical Vault



North Electrical Vault

## Status 11/15/07

### KEY WORK ACCOMPLISHED

- Completed 100% of site work.
- Completed 100% of electrical work.
- Completed 100% of Fiber work.
- Generator in place.
- ATS installed.
- Regulators installed.

**Overall the total project is approximately 95% completed.**

### UPCOMING ACTIVITIES

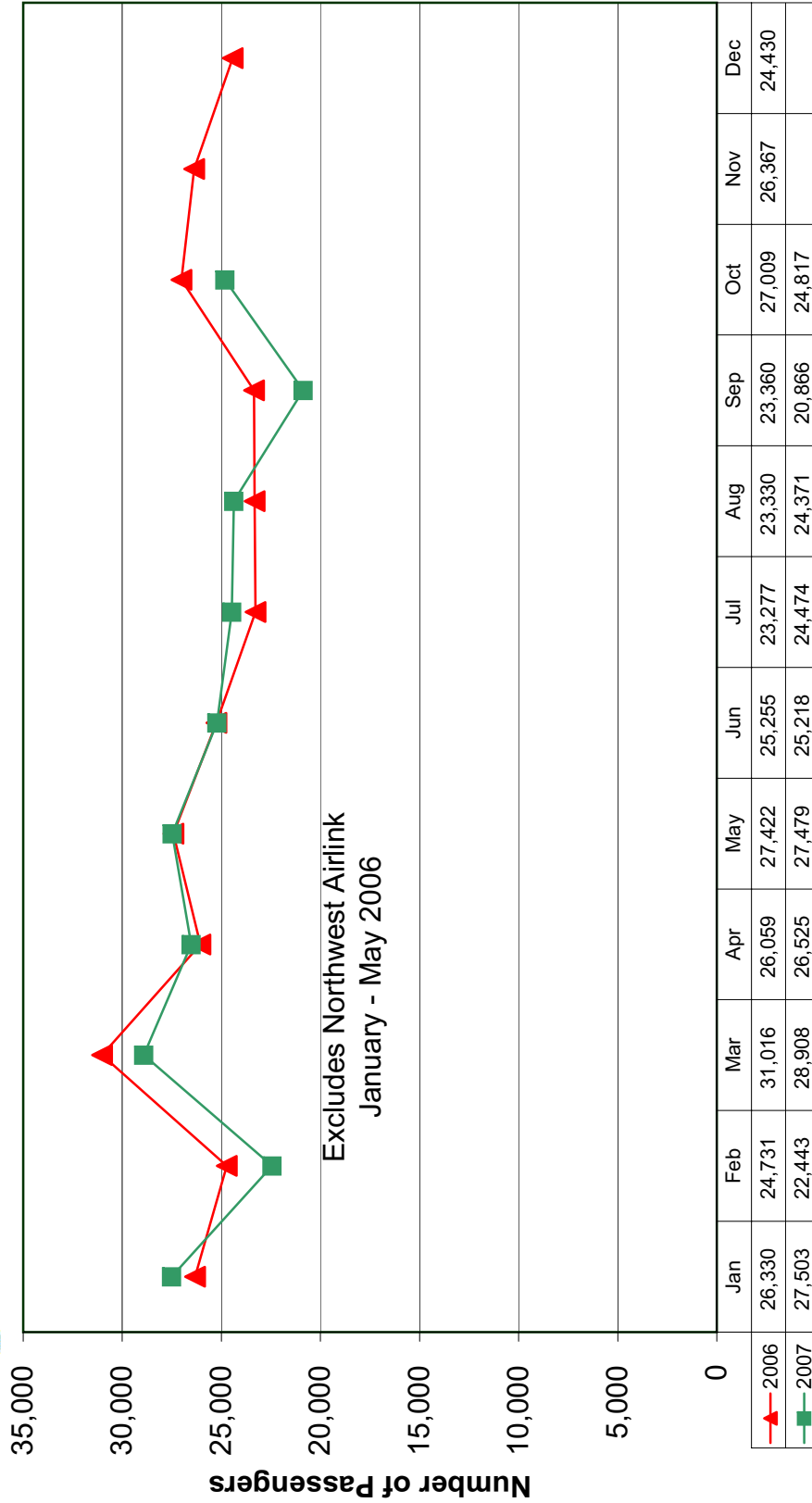
- Provide training on Generator, ATS and Fiber.
- CO to be issued.
- Punch list items ongoing, just a few items remain.
- Landscaping and seeding ongoing.

**Gainesville Regional Airport**  
**Air Traffic Volume and Fuel Flowage**  
For the Month Ending October 31, 2007

	Actual 10/31/07	Prior 10/31/06	% Change Over Prior	F-YTD 10/31/07	F-YTD 10/31/06	% Change Over Prior
<b>Air Traffic Volume Report</b>						
Passengers						
Regional Carriers						
Deplaned	12,210	13,273	(8.01%)	12,210	13,273	(8.01%)
Enplaned	<u>12,409</u>	<u>13,275</u>	(6.52%)	<u>12,409</u>	<u>13,275</u>	(6.52%)
Totals	24,619	26,548	(7.27%)	24,619	26,548	(7.27%)
Non-Scheduled (Charter)						
Deplaned	186	243	(23.46%)	186	243	(23.46%)
Enplaned	<u>12</u>	<u>218</u>	(94.50%)	<u>12</u>	<u>218</u>	(94.50%)
Totals	198	461	(57.05%)	198	461	(57.05%)
Totals (All-Types)						
Deplaned	12,396	13,516	(8.29%)	12,396	13,516	(8.29%)
Enplaned	<u>12,421</u>	<u>13,493</u>	(7.94%)	<u>12,421</u>	<u>13,493</u>	(7.94%)
Totals	<u>24,817</u>	<u>27,009</u>	(8.12%)	<u>24,817</u>	<u>27,009</u>	(8.12%)
Cargo						
Air Freight						
Deplaned	63,636	67,305	(5.45%)	63,636	67,305	(5.45%)
Enplaned	<u>3,909</u>	<u>13,256</u>	(70.51%)	<u>3,909</u>	<u>13,256</u>	(70.51%)
Totals	67,545	80,561	(16.16%)	67,545	80,561	(16.16%)
Air Express						
Deplaned	<u>0</u>	<u>742</u>	(100.00%)	<u>0</u>	<u>742</u>	(100.00%)
Totals	0	742	(100.00%)	0	742	(100.00%)
Total Cargo	<u>67,545</u>	<u>81,303</u>	(16.92%)	<u>67,545</u>	<u>81,303</u>	(16.92%)
<b>Tower Operations (Numbers)</b>						
Air Carrier (60+Seats)	197	124	58.87%	197	124	58.87%
Commuter/Taxi(Under)	915	904	1.22%	915	904	1.22%
Cargo Carrier	37	34	8.82%	37	34	8.82%
Gen. Aviation	4,769	6,795	(29.82%)	4,769	6,795	(29.82%)
Military	<u>472</u>	<u>988</u>	(52.23%)	<u>472</u>	<u>988</u>	(52.23%)
Totals	6,390	8,845	(27.76%)	6,390	8,845	(27.76%)
<b>Fuel Flowage Report (Gallons)</b>						
General Aviation						
Jet A	78,114	62,385	25.21%	78,114	62,385	25.21%
AvGas	<u>20,100</u>	<u>24,646</u>	(18.45%)	<u>20,100</u>	<u>24,646</u>	(18.45%)
Total General Aviation	98,214	87,031	12.85%	98,214	87,031	12.85%
Airlines Jet A	118,160	141,448	(16.46%)	118,160	141,448	(16.46%)
Military Jet A	<u>10,431</u>	<u>18,001</u>	(42.05%)	<u>10,431</u>	<u>18,001</u>	(42.05%)
Total Fuel Flowage	<u>226,805</u>	<u>246,480</u>	(7.98%)	<u>226,805</u>	<u>246,480</u>	(7.98%)

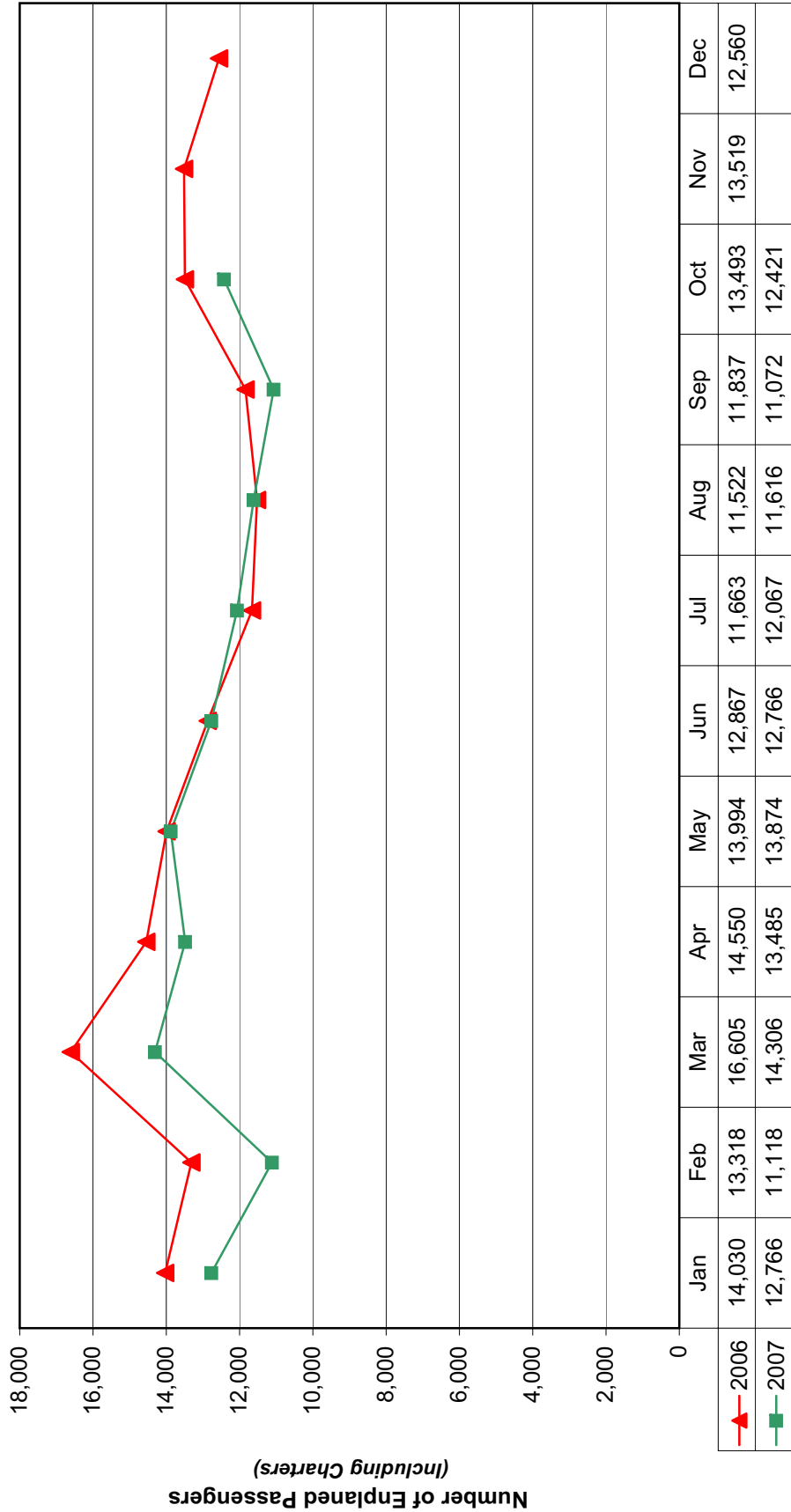


## Passenger Traffic by Month October 2007



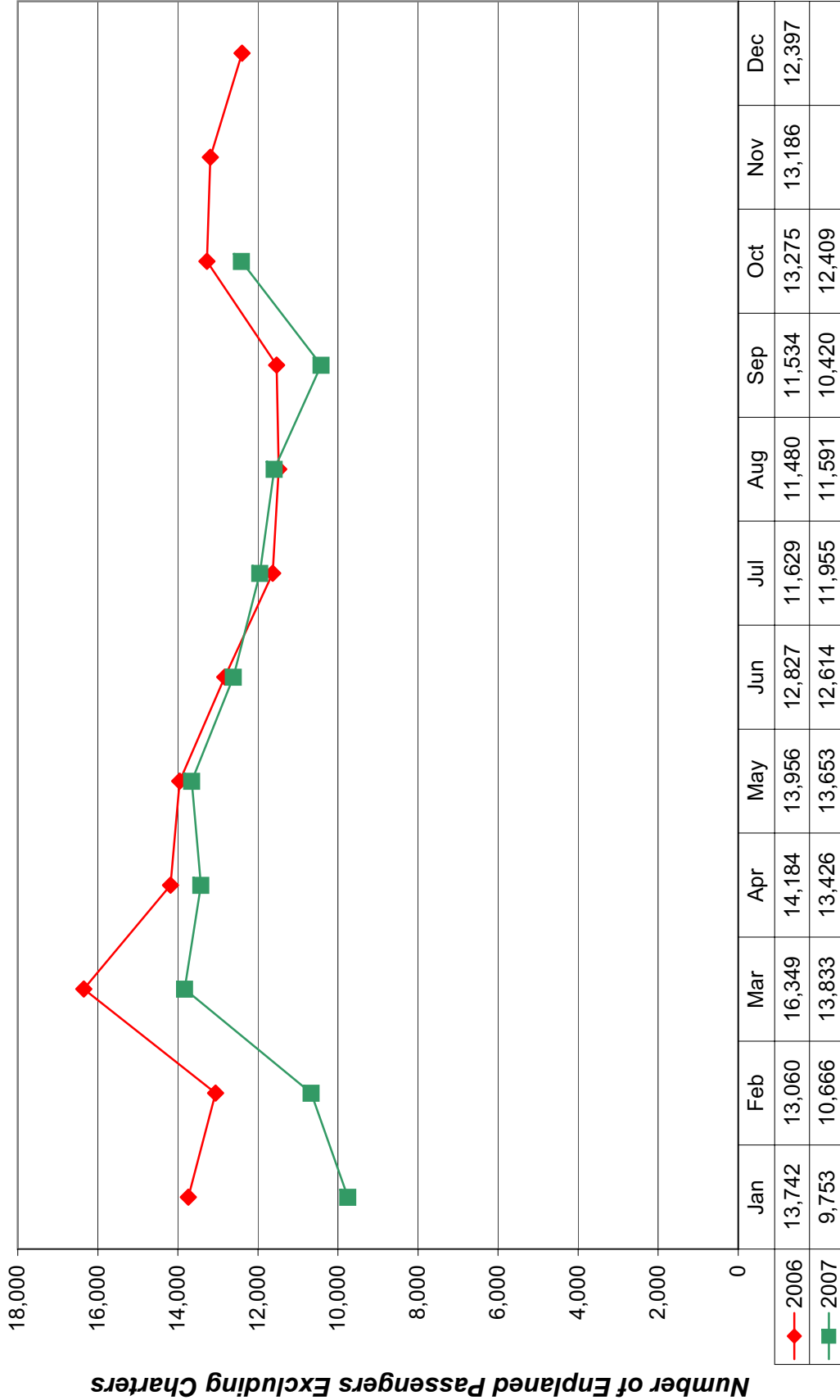


**Enplanements by Month  
Including Charters  
October 2007**





**Enplanements by Month  
Excluding Charters  
October 2007**



## Gainesville Regional Airport

Scheduled Commercial Passenger Traffic Load Factors  
For the Month Ending October 31, 2007

	Total Passengers	Total Load Factor	F-YTD Total Passengers	F-YTD Load Factor
<b>Airlines:</b>				
Atlantic Southeast Airlines: (Delta Connection)				
Load Potential	8,394.00	100.0%	8,394.00	100.0%
Arriving	6,456.00	76.9%	6,456.00	76.9%
Departing	6,683.00	79.6%	6,683.00	79.6%
Total Passengers for the Month	13,139.00	78.3%	13,139.00	78.3%
Mesa Airlines: (US Airways Express)				
Load Potential	6,000.00	100.0%	6,000.00	100.0%
Arriving	4,737.00	79.0%	4,737.00	79.0%
Departing	4,651.00	77.5%	4,651.00	77.5%
Total Passengers for the Month	9,388.00	78.2%	9,388.00	78.2%
Gulfstream/Continental Connection:				
Load Potential	1,976.00	100.0%	1,976.00	100.0%
Arriving	1,017.00	51.5%	1,017.00	51.5%
Departing	1,075.00	54.4%	1,075.00	54.4%
Total Passengers for the Month	2,092.00	52.9%	2,092.00	52.9%
Totals for All Airlines				
Load Potential - Enplaned	16,370.00	50.0%	16,370.00	50.0%
Load Potential - Deplaned	16,370.00	50.0%	16,370.00	50.0%
Load Potential - Total	32,740.00	100.0%	32,740.00	100.0%
Total Passengers	24,619.00	75.2%	24,619.00	75.2%
Gulfstream/Continental Connection - Tampa Route				
Load Potential - Total E&D	513.00	100.0%	513.00	100.0%
Enplaned - Departing	318.00	62.0%	318.00	62.0%
Deplaned - Arriving	212.00	41.3%	212.00	41.3%
Total Passengers for the Month	530.00	51.7%	530.00	51.7%
Gulfstream/Continental Connection - Miami Route				
Load Potential - Total E&D	1,463.00	100.0%	1,463.00	100.0%
Enplaned - Departing	757.00	51.7%	757.00	51.7%
Deplaned - Arriving	805.00	55.0%	805.00	55.0%
Total Passengers for the Month	1,562.00	53.4%	1,562.00	53.4%

## AIRPORT BUSINESS

### 2. Finance Report

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An update on the GACRAA budget and a comparison with actual revenue and expenditures as of October 31, 2007 will be provided.

**Recommendation:** Listen to the report and give any applicable comment.

**Gainesville Regional Airport****Actual vs. Budget Statement of Operations**

For the Month Ending October 31, 2007

NOTE: These are preliminary unaudited statements. Certain accruals and adjustments may have been omitted

	Current Actual	Current Budget	Variance Over/(Under)	F-YTD Actual	F-YTD Budget	Variance Over/(Under)
<b>Revenues</b>						
<b>Airline Related Revenues</b>						
Air Carrier Exclusive Rent	10,632.96	10,632.96	0.00	10,632.96	10,632.96	0.00
Air Carrier Non-Excl. Rent	16,437.59	16,437.58	0.01	16,437.59	16,437.58	0.01
Air Carrier Landing Fees	14,366.58	14,680.75	(314.17)	14,366.58	14,680.75	(314.17)
Fuel Storage Facility Fees - Sign	5,540.14	5,501.67	38.47	5,540.14	5,501.67	38.47
Non-Scheduled Landing Fees	0.00	375.00	(375.00)	0.00	375.00	(375.00)
Boarding Bridge Revenue	2,430.00	1,808.33	621.67	2,430.00	1,808.33	621.67
Airport Security Charges	23,373.68	23,373.68	0.00	23,373.68	23,373.68	0.00
<b>Total Airline Related Revenues</b>	<b>72,780.95</b>	<b>72,809.97</b>	<b>(29.02)</b>	<b>72,780.95</b>	<b>72,809.97</b>	<b>(29.02)</b>
<b>General Aviation Related Revenues</b>						
Fuel Flowage Fees	5,514.10	5,843.25	(329.15)	5,514.10	5,843.25	(329.15)
Fuel Storage Fees - Non-Signato	6,903.26	6,442.83	460.43	6,903.26	6,442.83	460.43
GA Landing Fees	390.00	625.00	(235.00)	390.00	625.00	(235.00)
GA T-Hangar Rent	17,979.17	18,238.75	(259.58)	17,979.17	18,238.75	(259.58)
GA Sunshade Rent	1,240.00	1,264.41	(24.41)	1,240.00	1,264.41	(24.41)
Ground Support Equip Rental	330.00	208.34	121.66	330.00	208.34	121.66
GA Tiedowns	672.00	910.00	(238.00)	672.00	910.00	(238.00)
GA Port-O-Port Rent	1,054.00	1,121.75	(67.75)	1,054.00	1,121.75	(67.75)
GA Storage Fees	95.00	95.00	0.00	95.00	95.00	0.00
FBO Rent	13,753.51	13,753.51	0.00	13,753.51	13,753.51	0.00
FBO Gross Receipts %	1,836.46	2,166.67	(330.21)	1,836.46	2,166.67	(330.21)
FBO Charter Passenger Fee	216.00	1,000.00	(784.00)	216.00	1,000.00	(784.00)
FBO Ramp Parking Fees	328.70	333.34	(4.64)	328.70	333.34	(4.64)
Gator Aviation Rent	3,141.28	3,141.28	0.00	3,141.28	3,141.28	0.00
Modular Building Land Lease	261.77	261.75	0.02	261.77	261.75	0.02
Bi-Fold Door Hangar Rent	1,250.00	1,250.00	0.00	1,250.00	1,250.00	0.00
DayJet Office & Hangar Rent	4,395.50	4,395.50	0.00	4,395.50	4,395.50	0.00
Federal Express Facility Rent	226.80	226.84	(0.04)	226.80	226.84	(0.04)
Corporate Aviation	1,788.73	1,858.00	(69.27)	1,788.73	1,858.00	(69.27)
Joint Aviation Unit Rent	716.00	716.00	0.00	716.00	716.00	0.00
GSE & Vehicle Fuel Sales	2,737.25	3,358.34	(621.09)	2,737.25	3,358.34	(621.09)
Eclipse Aviation Rent	57,818.65	57,357.84	460.81	57,818.65	57,357.84	460.81
<b>Total GA Related Revenues</b>	<b>122,648.18</b>	<b>124,568.40</b>	<b>(1,920.22)</b>	<b>122,648.18</b>	<b>124,568.40</b>	<b>(1,920.22)</b>
<b>Concession Related Revenues</b>						
Interspace Advertising	\$3,628.33	\$5,000.00	(\$1,371.67)	\$3,628.33	\$5,000.00	(\$1,371.67)
Pay Phone Commissions	36.46	0.00	36.46	36.46	0.00	36.46
Ground Transportation	20.00	125.00	(105.00)	20.00	125.00	(105.00)
Rental Car Exclusive Rent	7,147.89	7,147.92	(0.03)	7,147.89	7,147.92	(0.03)
Rental Car Non-Exclusive Rent	43,495.74	44,115.33	(619.59)	43,495.74	44,115.33	(619.59)
Rental Car Excess Rent	7,527.36	15,000.00	(7,472.64)	7,527.36	15,000.00	(7,472.64)
Rental Car Overflow Parking	204.00	125.00	79.00	204.00	125.00	79.00
Rental Car Int. Lot Rental	300.00	300.00	0.00	300.00	300.00	0.00
ATM Concessions	200.00	200.00	0.00	200.00	200.00	0.00
Parking Revenue	100,191.48	88,257.33	11,934.15	100,191.48	88,257.33	11,934.15
Vending Machine Commissions	1,124.38	750.00	374.38	1,124.38	750.00	374.38
Food Concession Rent	117.08	83.33	33.75	117.08	83.33	33.75
Cell Phone Tower Rent	1,200.00	1,200.00	0.00	1,200.00	1,200.00	0.00
Other Commissions	158.75	0.00	158.75	158.75	0.00	158.75
<b>Total Concession Related Reve</b>	<b>165,351.47</b>	<b>162,303.91</b>	<b>3,047.56</b>	<b>165,351.47</b>	<b>162,303.91</b>	<b>3,047.56</b>
<b>Other &amp; Non-Recurring Revenues</b>						
TSA Office Rent	2,387.12	2,452.66	(65.54)	2,387.12	2,452.66	(65.54)
TSA Checkpoint Reimbursement	481.02	481.00	0.02	481.02	481.00	0.02
Other Exclusive Rent	44.98	45.00	(0.02)	44.98	45.00	(0.02)

**Gainesville Regional Airport**  
**Actual vs. Budget Statement of Operations**

For the Month Ending October 31, 2007

NOTE: These are preliminary unaudited statements. Certain accruals and adjustments may have been omitted

	Current Actual	Current Budget	Variance Over/(Under)	F-YTD Actual	F-YTD Budget	Variance Over/(Under)
Non-Aeronautical Rent	569.53	586.09	(16.56)	569.53	586.09	(16.56)
Access Badge Fees	1,175.00	250.00	925.00	1,175.00	250.00	925.00
FAA Airways Facility Rent	2,240.95	2,235.91	5.04	2,240.95	2,235.91	5.04
FAA AFSS Rent	4,633.33	4,633.33	0.00	4,633.33	4,633.33	0.00
Other Income	1,070.55	89.16	981.39	1,070.55	89.16	981.39
Interest Income	6,622.41	2,916.66	3,705.75	6,622.41	2,916.66	3,705.75
Misc. Non-Operating Income	68.00	0.00	68.00	68.00	0.00	68.00
<b>Total Other &amp; Non-Recurring Re</b>	<b>19,292.89</b>	<b>13,689.81</b>	<b>5,603.08</b>	<b>19,292.89</b>	<b>13,689.81</b>	<b>5,603.08</b>
<b>Total Operating Revenue</b>	<b>\$380,073.49</b>	<b>\$373,372.09</b>	<b>\$6,701.40</b>	<b>\$380,073.49</b>	<b>\$373,372.09</b>	<b>\$6,701.40</b>
<b>Expenses: (before Depreciation)</b>						
<b>Administration Expenses:</b>						
Payroll	\$35,147.47	\$42,151.94	(\$7,004.47)	\$35,147.47	\$42,151.94	(\$7,004.47)
Payroll Related	8,926.48	10,809.40	(1,882.92)	8,926.48	10,809.40	(1,882.92)
Department Expenses	58,030.63	63,562.95	(5,532.32)	58,030.63	63,562.95	(5,532.32)
<b>Total Administration Expenses</b>	<b>\$102,104.58</b>	<b>\$116,524.29</b>	<b>(\$14,419.71)</b>	<b>\$102,104.58</b>	<b>\$116,524.29</b>	<b>(\$14,419.71)</b>
<b>Operations Expenses:</b>						
Payroll	\$6,365.65	\$7,114.55	(\$748.90)	\$6,365.65	\$7,114.55	(\$748.90)
Payroll Related	2,061.30	2,107.27	(45.97)	2,061.30	2,107.27	(45.97)
Department Expenses	68,923.22	69,644.72	(721.50)	68,923.22	69,644.72	(721.50)
<b>Total Operations Expenses</b>	<b>\$77,350.17</b>	<b>\$78,866.54</b>	<b>(\$1,516.37)</b>	<b>\$77,350.17</b>	<b>\$78,866.54</b>	<b>(\$1,516.37)</b>
<b>Parking Lot Expenses:</b>						
Payroll	\$10,200.42	\$10,787.20	(\$586.78)	\$10,200.42	\$10,787.20	(\$586.78)
Payroll Related	3,594.56	4,548.78	(954.22)	3,594.56	4,548.78	(954.22)
Department Expenses	3,252.98	2,568.32	684.66	3,252.98	2,568.32	684.66
<b>Total Parking Lot Expenses</b>	<b>\$17,047.96</b>	<b>\$17,904.30</b>	<b>(\$856.34)</b>	<b>\$17,047.96</b>	<b>\$17,904.30</b>	<b>(\$856.34)</b>
<b>Facilities and Maintenance Expenses:</b>						
Payroll	\$31,651.96	\$36,469.09	(\$4,817.13)	\$31,651.96	\$36,469.09	(\$4,817.13)
Payroll Related	10,665.29	12,307.03	(1,641.74)	10,665.29	12,307.03	(1,641.74)
Department Expenses	35,725.80	33,241.12	2,484.68	35,725.80	33,241.12	2,484.68
<b>Total Facilities and Maint. Expe</b>	<b>\$78,043.05</b>	<b>\$82,017.24</b>	<b>(\$3,974.19)</b>	<b>\$78,043.05</b>	<b>\$82,017.24</b>	<b>(\$3,974.19)</b>
<b>FAA Facilities Expenses:</b>						
Payroll	\$1,815.64	\$2,049.33	(\$233.69)	\$1,815.64	\$2,049.33	(\$233.69)
Payroll Related	704.87	787.48	(82.61)	704.87	787.48	(82.61)
Department Expenses	4,723.33	5,636.32	(912.99)	4,723.33	5,636.32	(912.99)
<b>Total FAA Facilities Expenses</b>	<b>\$7,243.84</b>	<b>\$8,473.13</b>	<b>(\$1,229.29)</b>	<b>\$7,243.84</b>	<b>\$8,473.13</b>	<b>(\$1,229.29)</b>
<b>General Aviation Expenses:</b>						
Department Expenses	1,797.79	4,316.64	(2,518.85)	1,797.79	4,316.64	(2,518.85)
<b>Total General Aviation Expenses</b>	<b>\$1,797.79</b>	<b>\$4,316.64</b>	<b>(\$2,518.85)</b>	<b>\$1,797.79</b>	<b>\$4,316.64</b>	<b>(\$2,518.85)</b>
<b>Fuel Farm Expenses:</b>						

**Gainesville Regional Airport**  
**Actual vs. Budget Statement of Operations**

For the Month Ending October 31, 2007

NOTE: These are preliminary unaudited statements. Certain accruals and adjustments may have been omitted

	Current Actual	Current Budget	Variance Over/(Under)	F-YTD Actual	F-YTD Budget	Variance Over/(Under)
Department Expenses	1,485.76	2,088.32	(602.56)	1,485.76	2,088.32	(602.56)
<b>Total Fuel Farm Operating Expe</b>	<b>\$1,485.76</b>	<b>\$2,088.32</b>	<b>(\$602.56)</b>	<b>\$1,485.76</b>	<b>\$2,088.32</b>	<b>(\$602.56)</b>
<b>Total Expenses</b>	<b>285,073.15</b>	<b>310,190.46</b>	<b>(25,117.31)</b>	<b>285,073.15</b>	<b>310,190.46</b>	<b>(25,117.31)</b>
<b>Total Revenues (from above)</b>	<b>380,073.49</b>	<b>373,372.09</b>	<b>6,701.40</b>	<b>380,073.49</b>	<b>373,372.09</b>	<b>6,701.40</b>
<b>Less: Total Expenses (from abov</b>	<b>285,073.15</b>	<b>310,190.46</b>	<b>(25,117.31)</b>	<b>285,073.15</b>	<b>310,190.46</b>	<b>(25,117.31)</b>
<b>Income/(Loss) Before Depreciati</b>	<b>95,000.34</b>	<b>63,181.63</b>	<b>31,818.71</b>	<b>95,000.34</b>	<b>63,181.63</b>	<b>31,818.71</b>

## AIRPORT BUSINESS

### 3. Compass Bank – Tax Free Line of Credit – Resolution 08-001

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At its meeting on October 25, 2007, the Board considered a recommendation of the Finance and Operations Committee to approve a \$3 million line of credit offered by Compass Bank. The loan will be utilized to finance the Terminal Renovation – Phase 2 project that is currently underway and will provide funds to finance approximately 43% of the costs of the project until grant funding is available from the FAA.

Mr. Stanley, Attorney for the Authority, recommended reviewing the documents and considering the line of credit at the November meeting.

**Recommendations:** Listen to the report; motion to approve Resolution 08-001 authorizing execution of a \$3,000,000 non-revolving Line of Credit/Grant Application Loan Commitment.

**RESOLUTION NO. 08-001  
EFFECTIVE NOVEMBER 15, 2007**

**RESOLUTION AUTHORIZING EXECUTION OF \$3,000,000 NON-REVOLVING LINE OF CREDIT/GRANT ANTICIPATION COMMITMENT LETTER AND ALL LOAN DOCUMENTS CONNECTED THEREWITH**

**WHEREAS**, the Gainesville-Alachua County Regional Airport Authority (the "Authority") has received a Non-Revolving Line of Credit/Grant Anticipation Loan Commitment Letter from Compass Mortgage Corporation in the form attached hereto as Exhibit "A" (the "Term Sheet") regarding a loan of up to \$3,000,000.00;

**WHEREAS**, the Authority desires to authorize the execution of the Term Sheet with such changes, additions, or deletions as negotiated by the Chair and/or Chief Executive Officer of the Authority;

**WHEREAS**, the Authority desires to authorize the negotiation and execution of all instruments and documents and the performance of all actions deemed reasonably necessary to close the loan evidenced by the Term Sheet, with all such instruments and documents to be in the form negotiated by the Chair and/or Chief Executive Officer of the Authority provided that such instruments and documents shall not contain terms substantially inconsistent with the terms set forth in the Term Sheet;

**NOW, THEREFORE, BE IT RESOLVED BY THE GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**, as follows:

Section 1. The Term Sheet is hereby approved with such changes, additions, or deletions as may be approved and made to such form of the Term Sheet by the Chair and/or Chief Executive Officer of the Authority executing the same. The duty and responsibility with respect to any negotiations, modifications or amendments to the form of the Term Sheet is hereby delegated to the Chair and/or the Chief Executive Officer. Such execution and delivery of the final form of the Term Sheet shall be conclusive evidence of the approval of the Term Sheet. The Chair and/or the Chief Executive Officer shall be and hereby are authorized to execute and deliver the Term Sheet in such form as provided herein.

Section 2. All instruments and documents negotiated and executed by the Chair and/or Chief Executive Officer of the Authority in connection with closing the loan evidenced by the Term Sheet are hereby authorized and approved by the Authority with such instruments and documents to be in such form negotiated by the Chair and/or Chief Executive Officer of the Authority; provided, that such instruments and documents shall not contain terms substantially inconsistent with the terms set forth in the Term Sheet. In addition, the Chair and/or Chief Executive Officer are hereby authorized to perform all such actions deemed reasonably necessary to close the loan evidenced by the Term Sheet. The duty and responsibility with respect to the negotiation of all such instruments and documents is hereby delegated to the Chair and/or Chief Executive Officer. The execution and delivery of any such instruments and documents shall be conclusive evidence of the approval by the Authority of same. The Chair

and/or Chief Executive Officer shall be and hereby are authorized to execute and deliver all such instruments and documents. The actions authorized above include but are not limited to:

- (a) Execution and delivery of a Loan Agreement and Bond/Note;
- (b) Sale and delivery of such Bond/Note to Compass Mortgage Corporation at a privately negotiated sale pursuant to Florida Statutes;
- (c) Execution and delivery of any desired interest rate SWAP agreement or hedge arrangement;
- (d) Execution and delivery of any and all instruments and documents deemed reasonably necessary to place a lien upon and pledge all Pledged Funds (as such term is defined in the Term Sheet);
- (e) Purchase the insurance required in connection with this loan transaction; and
- (f) If deemed necessary, provide notice of a public hearing regarding issuance of the Bond/Note and request all approvals of officials under Section 147(f) of the Internal Revenue Code. The Authority hereby recommends that such officials approve the issuance of the Bond/Note.

**EFFECTIVE** this 15<sup>th</sup> day of November, 2007.

**GAINESVILLE-ALACHUA COUNTY  
REGIONAL AIRPORT AUTHORITY**

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Peter L. Johnson  
Chair

**ATTEST:**

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James L. Stringfellow  
Secretary/Treasurer

**APPROVED AS TO FORM AND LEGALITY**

By: \_\_\_\_\_  
Donald W. Stanley, Jr.  
Attorney for the Authority

November \_\_\_\_\_, 2007

Gainesville-Alachua County Regional Airport Authority  
3880 NE 39<sup>th</sup> Avenue, Suite A  
Gainesville, Florida 32609  
Attn: Mr. Allan Penksa, CEO  
Mr. Matthew Lyons, CFO

Re: Non-Revolving Line of Credit/Grant Anticipation Loan

Dear Mr. Penksa:

Per the request of the Gainesville-Alachua County Regional Airport Authority (the "Authority"), Compass Mortgage Corporation (the "Lender") is pleased to offer the terms upon which the Lender will lend the amount of up to \$3,000,000 to the Authority for the purposes described below. The Lender understands that the purpose of the loan is to allow the Authority to finance approximately 43% of the costs associated with renovating the Gainesville Regional Airport main terminal in anticipation of receipt of funds from a grant or grants from the Federal Aviation Administration for the costs associated with renovating the Gainesville Regional Airport main terminal (collectively, the "FAA Grant"), with the balance of the cost to be paid from other funds of the Authority and from the FAA Grant.

Although the following provisions, terms and conditions are intended to be comprehensive, they are not necessarily inclusive of all the anticipated terms that will be applicable to the loan. All of such terms will be set forth in the final, definitive loan documents, and all such terms must be acceptable to both the Lender and the Authority and their respective legal counsel. This commitment is predicated upon the accuracy of all facts, statements and financial information submitted to the Lender by the Authority and is conditioned upon the terms outlined below.

Borrower: Gainesville-Alachua County Regional Airport Authority

Guarantor: None

Lender: Compass Mortgage Corporation

Amount: Up to \$3,000,000

Gainesville-Alachua County Regional Airport Authority  
 November \_\_\_\_\_, 2007  
 Page 2 of 8

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Loan: Non-Revolving Line of Credit

Final Maturity: ~~November~~October 1, 2010, subject to prepayment as provided herein.

Terms: The Line of Credit will extend until ~~November~~October 1, 2010. The Authority will have the ability to draw funds through ~~November~~October 1, 2010. Interest on the Line of Credit will be due semiannually on ~~May~~April 1 and ~~November~~October 1, commencing ~~May~~April 1, 2008. In addition to the scheduled interest payment, a \$1,500,000 principal payment will be required on ~~November~~October 1, 2009. At final maturity, all remaining principal and accrued interest shall be due. Interest on the outstanding principal balance of the loan will be calculated on the basis of a 360-day year and the actual number of days elapsed.

Capitalized Interest: The total loan amount shall include capitalized interest reserve sufficient to cover estimated interest coming due during the term of the loan.

Prepayment: The Authority may prepay this loan at any time without penalty.

Purpose: To allow the Authority to finance approximately 43% of the costs associated with renovating the Gainesville Regional Airport main terminal (the "Project") in anticipation of the Authority's receipt of funds from the FAA Grant.

Security: The Authority will assign to the Lender the funds from the FAA Grant. Additionally, the Authority will assign its Passenger Facilities Funds, in the event that the funds from the FAA Grant becomes unavailable, to the extent of annual debt service on this loan; provided, however, that such assignment may be subject to any existing first priority security positions held by the Lender in such Passenger Facilities Funds with respect to any prior outstanding loans from the Lender to the Authority. (Such funds from the FAA Grant and such Passenger Facilities Funds are collectively referred to in this commitment as the "Pledged Funds.")

Interest Rate: Tax-free equivalent of One-Month Libor plus 2.00%. Based on rates as of October 16, 2007, the initial rate would be 4.57%.

Gainesville-Alachua County Regional Airport Authority  
November \_\_\_\_\_, 2007  
Page 3 of 8

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**Commitment Fee:** As consideration for the issuance of this commitment, the Authority agrees to pay the Lender a non-refundable commitment fee of \$7,500 payable at the earliest of the closing date of the loan or November 30, 2007. Upon acceptance of this commitment, the entire commitment fee shall be earned by Lender and shall be non-refundable.

**Legal Fees:** Bryant, Miller Olive will serve as Lender's Counsel and will prepare all loan documents related to this loan and will render a customary opinion addressed to the Lender regarding the treatment of interest on this loan under federal income tax laws. Lender's Counsel will provide a reliance opinion to the Authority regarding the treatment of interest on this loan under federal income tax laws. All costs relating to the preparation of documents and otherwise necessary to complete this transaction, including legal costs and expenses of Lender's Counsel, will be paid by the Authority (whether or not the loan closes).

The legal fees of Lender's Counsel, exclusive of costs and expenses, will be \$17,500 for this loan, unless the terms or timing of this loan materially change from terms and timing or the loan described in this Commitment. In the event the loan does not close for any reason, legal fees of Lender's Counsel, exclusive of costs and expenses, shall be computed on the basis of number hours expended to date times the then applicable billing rates for the Lender's Counsel (including any billable paralegal time), with such amount not to exceed \$17,500. As of the date of this Commitment, the current hourly billing rate for Gregory K. West is \$400, and the current hourly billing rate for Brenda Miller is \$120.

**Conditions:**

- (1) All matters relating to this loan, including all instruments and documents required, are subject to the Lender's policies and procedures in effect, applicable governmental regulations and/or statutes, and approval by the Lender and Lender's Counsel.
- (2) The Authority's Counsel will deliver a written opinion, in form and substance acceptable to Lender and Lender's Counsel, to the effect that (a) the Authority is duly organized and validly existing, (b) the Authority is authorized to undertake the Project, (c) the Authority is authorized to borrow monies to pay the cost of the Project, (d) the Authority is authorized to pledge the Pledged Revenues to secure payment of this loan, (e) all

documents executed by the Authority in connection with this loan are valid, binding and enforceable in accordance with their terms, (f) the execution and delivery of said documents have been duly authorized, (g) there is no litigation pending or threatened that challenges the existence of the Authority, the Authority's right to undertake the Project and enter into this loan, the right to collect and pledge the Pledged Revenues, and (h) such other matters as the Lender and Lender's Counsel shall reasonably request to evidence the validity of this loan and the security for the payment thereof.

- (3) The proceeds from this loan will be used only to pay costs of the Project, capitalized interest, and the costs of issuance of the loan.
- (4) The Authority will take all actions necessary to continue receiving the Pledged Revenues until all amounts due and owing from the Authority to the Lender have been paid in full. The Authority will not take any action which will impair or adversely affect its receipt of the Pledged Revenues, or impair or adversely affect in any manner the pledge of the Pledged Revenues to secure repayment of this loan or the rights of the Lender.
- (5) The Authority shall promptly inform the Lender of any actual or potential contingent liabilities or pending or threatened litigation involving any amount that could reasonably be expected to have a material and adverse effect upon the financial condition of the Authority.
- (6) The Authority shall maintain such liability, casualty and other insurance or shall otherwise provide for self insurance as is reasonable and prudent for similarly situated airport authorities of the State and shall, upon the request of the Lender, provide evidence of such coverage to the Lender.
- (7) If at any time while this loan is outstanding, the Gainesville Regional Airport Terminal, or any portion thereof, shall be damaged or destroyed by fire, flood, windstorm or other casualty, the Authority (unless it shall have exercised its option to pay or prepay this loan) shall cause the proceeds from the casualty insurance related thereto (less all expenses (including attorneys' fees) incurred in the realization thereof) to be applied to the repair, reconstruction, restoration or improvement of the terminal. In case of any damage to or destruction of all or any part of the terminal exceeding \$50,000, the Authority shall give prompt written notice thereof to the Lender.

- (8) The Authority shall have a minimum tangible net worth of not less than \$31,000,000 at the end of the fiscal year ending September 30, 2007, and such amount shall increase by at least \$1,000,000 at the end of each fiscal year thereafter.
- (9) The Authority shall maintain a maximum leverage ratio of 0.35 at the end of each fiscal year.
- (10) The Authority will cause an audit to be completed of its books and accounts and shall furnish to the Lender audited year-end financial statements of the Authority certified by an independent certified public accountant reasonably acceptable to the Lender to the effect that such audit has been conducted in accordance with generally accepted auditing standards and stating whether such financial statements present fairly in all material respects the financial position of the Authority and the results of its operations and cash flows for the periods covered by the audit report, all in conformity with generally accepted accounting principles applied on a consistent basis. Such financial statements shall include a balance sheet and statement of revenues, expenditures and changes in fund balances, with comparative figures to the prior year and including a comparison of actual results to budgeted projections. The Authority shall adopt an annual budget as required by law. The Authority shall provide the Lender with (a) a copy of its annual operating budget for each fiscal year ending after September 30, 2007 promptly (but no later than 30 days) after such budget is adopted and in any event prior to the commencement of such fiscal year, and (b) its audited financial statements for each fiscal year ending on and after September 30, 2007 within 180 days after the end thereof, certified by an authorized officer of the Authority to be a true and correct copy. The Authority acknowledges and agrees that the Lender's ability to monitor and evaluate the status of the loan is dependent upon the Authority's timely providing the financial information required herein. Together with the delivery of the annual financial statements required by this paragraph, the Authority shall deliver a certificate of its Chairman or its Chief Executive Officer demonstrating compliance with paragraphs (8) and (9) of the section of this letter entitled "Conditions."

- (11) Any amounts drawn under this loan and not immediately spent shall be set aside in a separate fund or account of the Authority until needed to pay costs of the Project.
- (12) The Authority shall be in compliance with and shall comply with all applicable federal, state and local laws and regulatory requirements.
- (13) The Authority shall not alter, amend or repeal the resolution authorizing this loan, or take any action impairing the authority thereby or hereby given with respect to the issuance and payment of this loan, without prior written approval of the Lender.
- (14) The Authority shall not dispose of any of its assets other than in the ordinary course of business.
- (15) The Authority will not pledge the Pledged Revenues on a basis prior or superior to, or on a parity with, a loan or any other indebtedness of the Lender without the prior express written consent of the Lender. Nothing herein, however, shall prevent a pledge of the Pledged Revenues on a basis junior and subordinate to the pledge thereof to this Loan. The Authority shall not issue or incur any indebtedness or obligation if such would materially and adversely affect the ability of the Lender to pay debt service on this Loan from the Pledged Revenues.
- (16) Since a significant portion of the difference between the loan amount and the cost of the Project will be paid from a grant from the FAA Grant, the Authority will take all actions necessary to receive such FAA Grant funds from the Federal Aviation Administration. The Authority will not take any action which will impair or adversely affect its receipt of such FAA Grant monies from the Federal Aviation Administration.
- (17) The Authority will immediately give the Lender written notice of any event of default or any event which, with the passage of time, would become an event of default under the loan documents of which the Authority shall have actual knowledge or written notice.
- (18) The Authority shall comply with and agree to such other covenants, terms, and conditions that may be reasonably required by the Lender and Lender's

Gainesville-Alachua County Regional Airport Authority  
November \_\_\_\_\_, 2007  
Page 7 of 8

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Counsel and are customary in tax-exempt financings of this nature. These may include, but are not to be limited to, a cross default with other debt, default rate of prime plus 2%, events of default, and waiver of jury trial. This commitment shall not survive closing of the loan. The loan will be assignable by the Lender, but will not be subject to assignment by the Authority without the prior written consent of the Lender.

- (19) The Authority and the Lender shall agree on the additional content of the final documentation, including (a) events of default and remedies, (b) covenants, (c) the form of resolutions from the Authority and all other legal documentation relating to the loan.
- (20) If any amendments to existing law are enacted which would adversely affect the Lender's after tax yield or if any "determination of taxability" as defined in the loan documentation occurs, the Lender shall have the right to adjust the interest rate on the loan in order to maintain the same after tax yield.
- (21) This commitment shall remain in full force and effect through 3:00 p.m., local time, November 23, 2007, which time, if not accepted by execution of the acceptance clause below and send by facsimile to (352) 367-5063 (with the original to follow by first class mail) to the Lender at 2814 SW 34th Street, Gainesville, Florida 32608, to my attention, this commitment letter shall expire and shall not be enforceable by either the Lender or the Authority unless extended by the Lender in writing. Unless extended by the Lender in writing, this loan must close on or prior to November 30, 2007, after which this commitment shall expire.
- (22) This commitment supersedes all prior commitments and proposals with respect to this loan, whether written or oral, including any previous loan proposals made by the Lender or anyone acting within its authorization. No modifications to this commitment shall be valid unless in writing and signed by an authorized officer of the Lender. This commitment is not assignable and no entity other than the Authority shall be entitled to rely on this commitment.

If you have any questions regarding any aspect of our commitment, please do not hesitate to contact me at (352) 367-5034 or fax (352) 367-5063.

Sincerely,

Gainesville-Alachua County Regional Airport Authority  
November \_\_\_\_\_, 2007  
Page 8 of 8

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COMPASS MORTGAGE CORPORATION

By: \_\_\_\_\_  
Jeffrey C. Morgan  
Vice President

Accepted this \_\_\_\_\_ day of November, 2007

GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

REDLINED 2

## AIRPORT BUSINESS

### 4. Compass Bank – Line of Credit Draw – Resolution 08-002

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#### RESOLUTION NO 08-002 EFFECTIVE NOVEMBER 15, 2007

#### RESOLUTION AUTHORIZING LINE OF CREDIT DRAWS FROM COMPASS BANK FOR PAYMENT OF EXPENSES RELATED TO REYNOLDS, SMITH & HILLS TASK ORDER # 20 TO CONDUCT PHASE 1 OF A PART 150 NOISE STUDY AT GAINESVILLE REGIONAL AIRPORT

**WHEREAS**, The Gainesville-Alachua County Regional Airport Authority approved the selection of Compass Bank as the provider of Banking Services on February 19, 2004; and

**WHEREAS**, The Gainesville-Alachua County Regional Airport Authority approved closing on a \$2 million line of credit on January 20, 2005, which was renewed on March 30, 2006; and

**WHEREAS**, The Gainesville-Alachua County Regional Airport Authority has authorized the execution of Task Order # 20 with Reynolds, Smith & Hills, Inc to conduct Phase 1 of a Part 150 Noise Study; and

**WHEREAS**, The Gainesville-Alachua County Regional Airport Authority staff is pursuing grant funding to pay 95% of the costs associated with Task Order # 20, which should be finalized by June 30, 2008;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**, as follows:

Section 1. That the Gainesville-Alachua County Regional Airport Authority shall draw no more than \$180,000 against the line of credit with Compass Bank, as needed, for payments associated with RS&H Task Order # 20.

Section 2. That Allan Penksa, Chief Executive Officer, is hereby authorized and directed, with collaboration of legal counsel, to finalize and execute paperwork required to draw no more than \$180,000 against the line of credit with Compass Bank, on behalf of the Gainesville-Alachua County Regional Airport Authority.

Section 3. That proceeds from reimbursements from Federal Aviation Administration grant funding the Part 150 Noise Study will be set aside to repay principal and interest on the line of credit with Compass Bank until such time as all principal and interest is fully repaid.

**EFFECTIVE** this 15<sup>th</sup> day of November 2007.

**GAINESVILLE-ALACHUA COUNTY  
REGIONAL AIRPORT AUTHORITY**

\_\_\_\_\_  
Peter L. Johnson  
Chair

**ATTEST:**

\_\_\_\_\_  
James L. Stringfellow  
Secretary/Treasurer

**APPROVED AS TO FORM AND LEGALITY**

BY: \_\_\_\_\_  
Donald W. Stanley, Jr.  
Attorney for the Authority

**TENANT REPORTS:**

- 1. University Air Center – Construction Update**
- 2. Gator Aviation Services, LLC**
- 3. R D Air Services, LLC**

**Airport Tenants Association  
Gainesville Pilots Association**

**AIRPORT AUTHORITY INPUT**

**AIRPORT AUTHORITY ATTENDANCE**

NOTE: If any person decides to appeal any decision made by the Airport Authority, with respect to any matters considered at a public meeting, they will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Person with disabilities who require assistance to participate in the meeting are requested to notify the Airport's Administrative manager at (352) 373-0249 at least 48 hours in advance, so that their needs may be accommodated.

Gainesville-Alachua County Regional Airport Authority

Meeting Attendance for the Month of October 2007  
2006/2007

	11/16/2006	12/14/2006	1/25/2007	2/22/2007	3/22/2007	4/26/2007	5/24/2007	6/27/2007	7/26/2007	8/23/0707	9/26/2007	10/25/2007	11/15/2007	12/13/2007	In Violation if absent at next meeting?
Brashear, Billy <sup>3</sup>	P	P	A	P	P	P	P	P	P	A	A	P			
Breeze, William	P	P	P	P	P	P	P	P	P	P	P	P			
Goldstein, Mark	P	A	P	P	P	P	A	P	A	P	A	P			
Johnson, Peter L.	P	A	P	P	P	P	P	P	P	P	P	P			
McEachern, W. E.	P	P	P	P	P	P	P	A	P	P	P	P			
Phillips, Win <sup>1</sup>										A	P	A			
Stringfellow, Jim	P	P	P	P	P	P	P	P	P	P	A	P			
Thomas, K. Kinnon	P	P	P	P	P	P	P	P	P	A	P	P			
Woods, Janet <sup>2</sup>										P	P	P			

<sup>1</sup> Win Phillips was appointed to a three-year term beginning August 1, 2007 by the City of Gair

<sup>2</sup> Janet Woods was appointed to a three-year term beginning August 1, 2007 by t

A = Absent

P = Present

GUIDELINES FOR ADDRESSING  
THE GAINESVILLE - ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY  
(GACRAA)  
GAINESVILLE, FL

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The GACRAA invites and encourages participation by petitioners and members of the public. This may be done by appearing at GACRAA meetings and meetings of GACRAA Committees.

REQUEST TO ADDRESS GACRAA  
(being placed on the printed agenda for monthly meeting)

1. Call the Director of Aviation's Office no later than 4:00 PM ten (10) days preceding the monthly meeting.
2. Provide the following information to the office:
  - a. name, address, and occupation;
  - b. persons, group, or interest represented;
  - c. general subject of request; and
  - d. action sought by GACRAA
3. Routinely the monthly meetings begin at 5:00 PM; locations vary.
4. At the appropriate time on the agenda, the Chairman will recognize the citizen wishing to address GACRAA.
5. After being recognized, the citizen should step up to the microphone on the lectern, unless otherwise indicated by the presiding officer, and give his/her name and address in an audible tone of voice.

ADDRESSING GACRAA  
(if not on the printed agenda)

1. A citizen may ask to be recognized under the category CITIZEN INPUT - NON-AGENDA ITEM.
2. See 5 above.

Or

1. A citizen may ask to be recognized to speak on a particular topic that is under discussion.
2. See 5 above.

ADDRESSING GACRAA COMMITTEES

1. The following are sources for where and when GACRAA meetings will be held:
  - a. Airport Administration Office (373-0249).
2. A citizen may ask to be recognized by the Chairman of the Committee to speak on the topic under discussion.

ADDRESSING GACRAA: All remarks shall be addressed to GACRAA as a body and not to any member thereof. No person other than a member of GACRAA and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of GACRAA, without permission of the presiding officer. No question shall be asked except through the presiding officer.