

**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT
AUTHORITY**

Thursday, November 20, 2003 - 5:00 p.m.

**Gainesville Regional Airport
Passenger Terminal – Restaurant
Monthly Meeting**

AGENDA

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 23, 2003.

Recommendation: Motion to approve the meeting Highlights of October 23, 2003, and authorize the Chair and Secretary/Treasurer to execute the document on behalf of the Airport Authority.

ADOPTION OF AGENDA

Citizens Input – Non-Agenda Items

Airport Authority Input – Non-Agenda Items

Consent Agenda - None

Airport Business:

- 1. Air Service, Business Development & Marketing Committee Report**

2. **Information Items**
 - **Project Summary**
 - **Passenger / Cargo Statistics**
 - **Fuel Statistics**

3. **Finance Report**

4. **Management Contract**

5. **General Aviation Committee Report**

6. **FDOT Joint Participation Agreement Acceptance – Resolution 04-001**

Tenant Reports (Page 38)

1. **University Air Center**

Airport Authority Attendance

Adjournment

AIRPORT BUSINESS

1. Air Service, Business Development & Marketing Committee Report

The Air Service, Business Development & Marketing Committee was scheduled to meet on November 13, 2003.

Recommendation: Listen to the Chair's report and give any applicable comment.

AIRPORT BUSINESS

2. Information Items

Project Summary

- **Fed Ex Facilities**
Conceptual design and alternative analysis of two sites is wrapping up. FedEx is looking at various scenarios to utilize the old Gator Air building.
- **Port-A-Ports**
The eight units formerly located west of Gulf Atlantic have been moved. The Authority now owns one Port-A-Port. Power to the new pads has been installed, and staff is awaiting its final electrical permit. A variance for location within the FEMA 100-year floodplain is being worked out.
- **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 is anticipated in January 2004.
- **University Air Center (UAC)**
Permitting for new improvements is underway.
- **Gulf Atlantic Facilities**
Gulf Atlantic has a month-to-month lease on the bulk hangar and adjacent office, which will be vacated once the new maintenance facility is complete. The GA Committee will be considering renovation and reuse of the existing Gulf Atlantic facilities.

- **Fencing/Access Control Project**
A claim of liquidated damages has been sent to the contractor and final payment is being worked out. Recurring problems with gate operators and card readers are being evaluated by the sub-contractor who installed them and a plan for correction will be developed.
- **GA Ramp Rehabilitation Project**
The project is complete and the contractor has signed a final balancing change order. The contractor is still owed \$70,000 plus interest. Additional pavement testing is scheduled to acquire FAA approval and funding.
- **Airfield Lighting Project**
FAA grant closeout is underway.
- **Access Road Projects**
Funding for a new access road from Waldo Road to the airline terminal, an upgrade to the existing access road to the airline terminal, and an extension of the Airport Industrial Park road has been requested as a demonstration project in the upcoming 2004 USDOT reauthorization legislation. The North Central Florida MTPO endorsed the projects as part of their plan on August 8, 2002.
- **Runway 10-28 Rehabilitation**
A grant for \$5,175,412 in federal funds was recently awarded, and redesign work is underway. Rehabilitation work is expected to take place in the Spring of 2004.
- **Runway 10-28 Ditch Enclosure**
Design and specification work for ditch enclosure work is complete and permit coordination is underway. The FAA has requested that this work

be pursued in a fiscal year 2004 grant, which has not yet been awarded.

- **Airport Master Plan Update**
The Master Plan Update study is underway. Working Paper # 1 is complete.
- **Fairground Property**
The County Commission has directed County staff to participate in the Master Plan Update, and has adopted Plan East Gainesville. The Master Plan consultant will depict a proposed land swap for County consideration, though the County is considering other sites as well. The County could retain the Fairground property and develop it as a business park.
- **Runway 6-24 Threshold Relocation / Extension and R/W 28 Environmental Assessment**
The study is underway.
- **Airline Passenger Terminal Renovation**
Conceptual Design work is underway.
- **Consolidated Communications Antennae, RFP # 03-002**
No responses were received for RFP # 03-002, staff is working with Reynolds, Smith & Hills, Inc., within the parameters of the Master Plan Update, to identify a specific area and refine a solicitation to offer consolidated communications antennae providers.
- **Gun Firing Range**
The North Central Florida Sportsman's Association has renewed its interest in establishing a shooting range at the old police-training academy. Compatibility of this request with the long-term plans for the airport is being evaluated by the Master Plan consultant. Substantial improvements,

to include baffling, have been proposed by the association.

- **TSA Screening**

TSA staffing levels are being monitored closely by staff. Staff is concerned that proposed staffing levels will cause flight delays. The majority of TSA staff assigned to GNV have been put on part-time status.

- **U.S. Customs Landing Rights**

Staff continues to pursue the granting of U.S. Customs Landing Rights at Gainesville Regional Airport. The City of Ocala is concerned about sharp increases in cost.

- **Therapeutic Massage Concession**

On October 23, 2003, the owner of The Massage Health Center provided fifteen (15) day notice of her decision to terminate the Therapeutic Massage Concession Agreement. The last day of operation was November 7, 2003.

- **Food / Beverage / News & Gift Concession**

A Request for Proposals for a Food / Beverage / News & Gift Concession was advertised on October 26, 2003. A pre-proposal conference is scheduled for November 19, 2003 at 3:00 p.m. and proposals are due no later than December 17, 2003 at 3:00 p.m.

- **Committee Assignments**

Chair Morris has appointed members to an Ad Hoc Personnel Committee. Members are Jim Stringfellow (Chair), Pat Bainter, C.B. Daniel, Jim Gallagher, and Janice Honeyman-Buck. The Personnel Committee is tasked with the establishment of procedures for evaluating the CEO, to begin the process of evaluating the CEO

for the 2003 contract year, and to establish a personnel policy for Airport employees.

Dr. Billy Brashear has been appointed to the Finance & Operations Committee to replace Jim Stringfellow.

Also, Jon Morris will serve as Speakers Bureau Board Liaison.

AIRPORT BUSINESS

3. Finance Report

An update on the GACRAA budget and a comparison with actual revenue and expenditures as of September 30, 2003 will be provided.

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

AIRPORT BUSINESS

4. Management Contract

The attached management contract represents the relationship between GACRAA and Crider that exists today, but extends the contract to five years from this month, ending September 17, 2008 (three years and five months beyond the existing management contract. This management contract includes a revision to paragraph 4.B, limiting the number of months of termination payment to a maximum of thirty-six (36) months. The thirty-six (36) month maximum was added to the contract at the direction of the Board at its September 18, 2003 meeting.

Recommendation: Motion to authorize the GACRAA Board Chairman to execute an Amended Employment Contract with Richard Crider that will expire September 17, 2008.

AIRPORT BUSINESS

5. General Aviation Committee Report

The General Aviation Committee met on Thursday, October 16, 2003. A report of the meeting was provided at the last GACRAA meeting. At this meeting, Mr. Daniel moved to take the following actions as recommended by the Committee in its report of the October 16, 2003 meeting:

- To lease the Bi-Fold Door Hangar to the current tenant (removing UAC as a contact);
- To have GACRAA continue the operation of the Fuel Farm;
- To reject the proposal submitted by UAC in response to RFP # 03-003;
- To table the rental rate increase for T-Hangars, Sunshades and Port-A-Port pads until the Committee meets again.

Mr. Todd seconded the motion. The Authority did not vote on this motion.

(Staff note: At the conclusion of the Air Service, Business Development and Marketing Committee report, which followed the General Aviation Committee report, it was recognized that the Authority had not voted on this motion. Dr. Brashear left the meeting while the Air Service, Business Development and Marketing Committee report was in progress; there was no longer a quorum available to take action on this motion.)

Recommendation: Motion to approve the committee's recommendations as presented at the October 23, 2003 Board meeting.

AIRPORT BUSINESS

6. Acceptance of Florida Department of Transportation (FDOT) Joint Participation Agreement (JPA) # 41156919401 – Resolution 04-001

All T-Hangars are currently leased at Gainesville Regional Airport, and staff has a waiting list of twelve aircraft owners desiring to rent T-Hangars. The General Aviation Committee has recommended that staff pursue State of Florida grant funding for the development of single-aircraft storage units through the Florida Department of Transportation (FDOT), citing a lack of aircraft storage units as the cause for stymied growth in general aviation activity. Staff has done so, and was recently notified of a grant offer for \$500,000 in fiscal year 2004 grant funds.

This FDOT grant will reimburse 50% of all eligible expenses, up to \$500,000 in State funds. This \$1 million project is anticipated to be sufficient for the construction of 20 new T-Hangar units, associated ramp, and civil site work. Financing of the local share could come from debt secured by rents received from T-Hangar leases.

Recommendation: Motion to approve Resolution 04-001 to accept a Grant Offer from the FDOT, authorize the Chair and Secretary/Treasurer to execute the Resolution, and authorize the Chief Executive Officer to enter into and sign such documents as may be necessary, including the Grant Offer.

Roll Call Vote Required.

A copy of the FDOT JPA is available for viewing in the Airport Administration Office.

TENANT REPORTS:

1. University Air Center

**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.

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

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 Chief Executive Officer'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.