

**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY**  
**Thursday, November 17, 2011 at 4:00 p.m.**  
**Airline Passenger Terminal – Board Room**  
**Monthly Meeting**  
**Highlights**

**Call To Order By the Chair** – Chair Ian Fletcher called the meeting to order at 4:00 p.m.

**Invocation** – Mark Minck delivered the invocation.

**Pledge of Allegiance** – Ian Fletcher led the Pledge of Allegiance.

**Roll Call**

Authority Members Present at Roll Call: Bill Breeze, Susan Crowley, Ron Ewers, Ian Fletcher, Rod Gonzalez, Mark Minck, Win Phillips and Brian Scarborough were present.

Mark Goldstein was absent.

Ex-officio member Brent Christensen was absent.

City of Gainesville liaison Erik Bredfeldt was present.

**Determination of a Quorum**: A quorum was present at roll call.

**Approval of Monthly Meeting Highlights for October 27, 2011.**

*Dr. Phillips moved approval of the monthly meeting highlights for October 27, 2011.*

*Mr. Ewers seconded the motion. Motion passed.*

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

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

**Adoption of Agenda**

*Mr. Scarborough moved to adopt the agenda. Mr. Gonzalez seconded the motion. Motion passed.*

**Airport Business:**

**Information Items:**

**New Entrance Road between Airline Terminal and Waldo Road**

Mr. Penksa reported that the Notice to Proceed has been issued although the GRU utility permit is still pending. Excavation has begun; the contract time is 180 days for Phase 1 of the road. Phase 2 design work is almost completed and the project is anticipated to be bid in early 2012.

Consolidated Rental Car Facility and Expanded Ready Return Lot

Mr. Penksa reported that the pre-fabricated car wash building has been delivered and the contractor has begun installation. He noted that work on the rental car ready-return lot continues as the contractor prepares stormwater retention areas.

Wildlife Hazard Study and Wildlife Management Plan

Mr. Penksa reported that Task Order # 2 with Environmental Resource Solutions, Inc. has been executed; the project is expected to be completed by March 30, 2012.

Airport Wildlife / Security Fence Project – Phase 2

Mr. Penksa reported that a pre-construction meeting with the contractor is scheduled for November 21, 2011; the Notice to Proceed is to be executed on the aforementioned date.

Terminal Building Renovation – Phase III

Mr. Penksa reported that engineering work around the flagpole and GRU transformer, side walks to short-term handicap parking spaces and curb ramps to meet current standards, lighted crosswalks and speed bumps at the terminal drop-off lane have been added to the project. He noted that airport maintenance workers have been working on adding curb cuts to existing sidewalks. Future terminal area improvements include the installation of new parking lot equipment and repaving of parking lot surfaces.

Terminal Solar Photovoltaic Project – Phase II

Mr. Penksa reported that the proposed solar panels have been approved and have been ordered and that contractor's project design is underway. It is anticipated that the contractor's design will be submitted to GACRAA's consultant and staff by early December. Mr. Penksa noted that development of a change order to add solar panels to the roof of the car wash facility is underway.

Passenger / Cargo / Fuel / Airline Load Factor Statistics

Mr. Penksa reviewed the Air Traffic Volume Report and Load Factor Reports for October 2011.

**Finance Report**

Mr. Matthew Lyons reviewed the Finance Report for the month ending October 31, 2011.

<b>Revenue</b>	<b>October Year-to-Date Actual (1 mo.)</b>	<b>October Year-to-Date Budget (1 mo.)</b>	<b>Variance Over / (Under)</b>
Total Operating Revenue	\$400,042.86	\$385,473.03	\$14,569.83
<b>Expenses</b>	<b>October Year-to-Date Actual</b>	<b>October Year-to-Date Budget</b>	<b>Over / (Under)</b>
Total Expenses	\$284,961.62	\$288,006.22	(\$3,044.60)
<b>Income (Loss) Before Depreciation and Interest</b>	<b><u>\$115,081.24</u></b>	<b><u>\$97,466.81</u></b>	<b><u>\$17,614.43</u></b>
Interest (Capitalized and Expensed)	<u>\$29,734.90</u>	<u>\$30,855.32</u>	<u>(\$1,120.42)</u>
<b>Income (Loss) Before Depreciation</b>	<b><u>\$85,346.34</u></b>	<b><u>\$66,611.49</u></b>	<b><u>\$18,734.85</u></b>

*Mr. Ewers moved acceptance of the Finance Report. Mr. Breeze seconded the motion. Motion passed.*

**Approval of Exec Jet Club, LLC Sub-Lease of Building GA-04 – Resolution 12-004**

Mr. Penksa recalled that at its last meeting the Board approved the assignment of its Lease Agreement with RD Air Services to Exec Jet Club, LLC. He stated that the assignment has been executed. Mr. Penksa reported that Exec Jet Club, LLC would like to sub-lease a portion of its leasehold, Building GA-04 and adjacent ramp, to an aviation firm that operates helicopters and other aircraft.

Mr. Donald W. Stanley, Jr., Attorney for the Authority stated that there will be no direct contractual relationship between GACRAA and the sub-lessee. He stated that the Board would want to ensure that the agreement between Exec Jet Club, LLC and its tenant would be in accordance with GACRAA's requirements.

*Mr. Scarborough moved to adopt Resolution 12-004 endorsing the request of Exec Jet Club, LLC to sub-lease a portion of their leasehold, building GA-04 and adjacent aircraft ramp, subject to review and approval of the Attorney for the Authority. A roll-call vote followed: Mr. Scarborough – aye, Mr. Breeze – aye, Ms. Crowley – aye, Mr. Ewers – aye, Mr. Gonzalez – aye, Mr. Minck – aye, Dr. Phillips – aye and Mr. Fletcher – aye. Motion passed 8-0.*

**Proposed Revision to Minimum Standards and Requirements for Aeronautical Activities at Gainesville Regional Airport – Flight Training Operator and Sky Chiefs Aviation Ground Lease Agreement Request**

Mr. Penksa reported that with the sub-lease of building GA-04, Sky Chiefs Aviation, a flight training operator, was asked to vacate the building by December 15, 2011 and will need to relocate to a another site. He stated that Mr. Ryan Foote, the proprietor of Sky Chiefs Aviation, has requested approval to place a temporary modular office building on airport property; Mr. Foote intends to build a permanent facility on a mutually agreeable site at GNV. Mr. Penksa stated that in the past, the Board approved a similar request from RD Air Services (a charter operator) to place a temporary modular building on airport property while permanent structure is designed and built. Mr. Penksa stated that the Minimum Standards were previously revised to allow the placement of temporary modular office buildings consisting of at least 1,250 square feet. Mr. Foote is seeking approval to place a smaller temporary unit not less than 600 square feet.

Mr. Penksa stated that he met with Mr. Foote regarding this request on November 14. As the Legal Notice of Meeting for today's Board meeting was published in The Gainesville Sun on November 13, due to lack of notice regarding this matter, the Board is unable to take formal action until it's next meeting. Mr. Penksa noted that University Air Center is a direct competitor of Sky Chiefs Aviation and that the lack of notice may not have provided UAC time to comment on the issue. However, Mr. Penksa stated that following his meeting with Mr. Foote, he called Mr. Bill Pokorny, UAC general manager, to make him aware of his opportunity to provide comments.

Staff distributed copies of the proposed Resolutions 12-005 and 12-006 which the Board may choose to consider at the December 15, 2011 meeting. Resolution 12-005 approves the proposed revision to the Minimum Standards to reduce the required size of a temporary modular structure

for flight instruction operators to 600 square feet. Resolution 12-006 grants approval of a ground lease agreement with Sky Chiefs Aviation for a temporary modular office during that period of time that the permanent facility is designed, permitted and constructed.

Mr. Penksa stated that he has identified 4 possible sites that may be suitable for development of a permanent facility by Sky Chiefs Aviation. He pointed out the sites on a diagram of the airport. He noted that it may be necessary to undertake an RFP process for the identified site(s) to determine if there are any other parties interested in developing airport property for aviation purposes.

Mr. Pokorny, UAC general manager, stated that as a competing flight school, neither UAC nor he have any interest in standing in the way of Ryan and he supports the amendment to the Minimum Standards to accommodate a smaller temporary structure. He stated that he wishes Mr. Foote great success.

***Dr. Phillips moved to endorse the plan of action proposed by staff to have the Board consider approval of Resolutions 12-005 and 12-006 at the December 15, 2011 meeting. Mr. Minck seconded the motion. Motion passed unanimously.***

**Tenant Reports**

Mr. Pokorny reported that general aviation customers have recently commended the state of the GA ramp which was rehabilitated last year. He reported that he anticipates the arrival of 3 FA-18 aircraft that will perform a flyover at the beginning of the UF football game against Furman University on November 19.

**Airport Authority Input**

Ms. Crowley asked for an update regarding Alachua County’s proposal to work with the airport to design a site plan for marketing the property south of the new entrance road and adjacent to the county’s existing fairgrounds which will be included in the project.

Mr. Penksa stated that he has been working with County and GRU staff on the plan. He indicated that he has been working on the aviation portion of the project and he stated that county and GRU staff are working on the property south of the road.

Mr. Penksa stated that he met earlier in the week with City Commissioner Sherwin Henry to discuss GRU’s role in developing the site.

**Airport Authority Attendance**

No issues to report at this time.

**Adjournment**

***There being no further business, the meeting was adjourned at 4:45 p.m.***

**GACRAA Monthly Meeting**

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary/Treasurer

\_\_\_\_\_

Date

## **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 November 30, 2011 will be provided.

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



**Gainesville Regional Airport**  
**Actual vs. Budget Statement of Operations**  
For the Two Months Ending November 30, 2011

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>Total Operating Revenue</b>	<b>\$383,680.39</b>	<b>\$376,306.35</b>	<b>\$7,374.04</b>	<b>\$783,896.98</b>	<b>\$761,779.38</b>	<b>\$22,117.60</b>
<b>Expenses: (before Depreciation)</b>						
<b>Administration Expenses:</b>						
Payroll	\$39,102.40	\$39,807.36	(\$704.96)	\$77,820.98	\$78,614.72	(\$793.74)
Payroll Related	9,218.38	10,804.15	(1,585.77)	18,398.93	21,608.30	(3,209.37)
Department Expenses	32,332.64	34,421.24	(2,088.60)	63,104.10	66,544.15	(3,440.05)
<b>Total Administration Expenses</b>	<b>\$80,653.42</b>	<b>\$85,032.75</b>	<b>(\$4,379.33)</b>	<b>\$159,324.01</b>	<b>\$166,767.17</b>	<b>(\$7,443.16)</b>
<b>Operations Expenses:</b>						
Payroll	\$13,362.10	\$13,695.50	(\$333.40)	\$26,124.88	\$26,891.00	(\$766.12)
Payroll Related	4,296.53	4,756.40	(459.87)	8,515.36	9,512.80	(997.44)
Department Expenses	77,719.16	78,201.58	(482.42)	156,231.91	156,755.74	(523.83)
<b>Total Operations Expenses</b>	<b>\$95,377.79</b>	<b>\$96,653.48</b>	<b>(\$1,275.69)</b>	<b>\$190,872.15</b>	<b>\$193,159.54</b>	<b>(\$2,287.39)</b>
<b>Parking Lot Expenses:</b>						
Payroll	\$9,141.92	\$11,395.72	(\$2,253.80)	\$21,918.78	\$22,791.43	(\$872.65)
Payroll Related	3,099.13	3,985.64	(886.51)	6,838.14	7,971.28	(1,133.14)
Department Expenses	6,623.68	5,726.66	897.02	13,252.01	12,141.66	1,110.35
<b>Total Parking Lot Expenses</b>	<b>\$18,864.73</b>	<b>\$21,108.02</b>	<b>(\$2,243.29)</b>	<b>\$42,008.93</b>	<b>\$42,904.37</b>	<b>(\$895.44)</b>
<b>Facilities and Maintenance Expenses:</b>						
Payroll	\$21,303.41	\$20,632.96	\$670.45	\$42,512.42	\$41,865.92	\$646.50
Payroll Related	6,886.35	7,858.66	(972.31)	13,755.27	15,717.32	(1,962.05)
Department Expenses	49,193.66	51,300.26	(2,106.60)	100,455.40	101,590.52	(1,135.12)
<b>Total Facilities and Maint. Expenses</b>	<b>\$77,383.42</b>	<b>\$79,791.88</b>	<b>(\$2,408.46)</b>	<b>\$156,723.09</b>	<b>\$159,173.76</b>	<b>(\$2,450.67)</b>
<b>FAA Facilities Expenses:</b>						
Payroll	\$206.22	\$206.32	(\$0.10)	\$395.74	\$412.64	(\$16.90)
Payroll Related	75.37	87.80	(12.43)	149.31	175.59	(26.28)
Department Expenses	69.68	75.00	(5.32)	1,859.00	1,875.00	(16.00)
<b>Total FAA Facilities Expenses</b>	<b>\$351.27</b>	<b>\$369.12</b>	<b>(\$17.85)</b>	<b>\$2,404.05</b>	<b>\$2,463.23</b>	<b>(\$59.18)</b>
<b>General Aviation Expenses:</b>						
Department Expenses	5,192.55	5,212.50	(19.95)	9,917.88	9,860.17	57.71
<b>Total General Aviation Expenses</b>	<b>\$5,192.55</b>	<b>\$5,212.50</b>	<b>(\$19.95)</b>	<b>\$9,917.88</b>	<b>\$9,860.17</b>	<b>\$57.71</b>
<b>Fuel Farm Expenses:</b>						
Department Expenses	1,046.72	1,067.73	(21.01)	2,884.65	2,913.46	(28.81)
<b>Total Fuel Farm Operating Expenses</b>	<b>\$1,046.72</b>	<b>\$1,067.73</b>	<b>(\$21.01)</b>	<b>\$2,884.65</b>	<b>\$2,913.46</b>	<b>(\$28.81)</b>
<b>Total Expenses</b>	<b>278,869.90</b>	<b>289,235.48</b>	<b>(10,365.58)</b>	<b>564,134.76</b>	<b>577,241.70</b>	<b>(13,106.94)</b>
<b>Total Revenues (from above)</b>	<b>383,680.39</b>	<b>376,306.35</b>	<b>7,374.04</b>	<b>783,896.98</b>	<b>761,779.38</b>	<b>22,117.60</b>
<b>Less: Total Expenses (from above)</b>	<b>278,869.90</b>	<b>289,235.48</b>	<b>(10,365.58)</b>	<b>564,134.76</b>	<b>577,241.70</b>	<b>(13,106.94)</b>
<b>Income/(Loss) Before Deprecia</b>	<b>104,810.49</b>	<b>87,070.87</b>	<b>17,739.62</b>	<b>219,762.22</b>	<b>184,537.68</b>	<b>35,224.54</b>

**Gainesville Regional Airport**

**Actual vs. Budget Statement of Operations**

For the Two Months Ending November 30, 2011

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

	<u>Current Actual</u>	<u>Current Budget</u>	<u>Variance Over (Under)</u>	<u>F-YTD Actual</u>	<u>F-YTD Budget</u>	<u>Variance Over (Under)</u>
<b>Income (Loss) before Depreciation and Interest</b>	<u>104,810.49</u>	<u>87,070.87</u>	<u>17,739.62</u>	<u>219,762.22</u>	<u>184,537.68</u>	<u>35,224.54</u>
<b>Interest (Capitalized and Expensed)</b>	<u>28,778.73</u>	<u>29,920.46</u>	<u>(1,141.73)</u>	<u>58,513.63</u>	<u>60,775.78</u>	<u>(2,262.15)</u>
<b>Income (Loss) before Depreciation</b>	<u>76,031.76</u>	<u>57,150.41</u>	<u>18,881.35</u>	<u>161,248.59</u>	<u>123,761.90</u>	<u>37,486.69</u>

Gainesville Regional Airport  
Interest Expense Summary  
YTD Summary at 11/30/2011

<u>Debt</u>		<u>Expensed</u>	<u>Budgeted</u>	<u>Over Under Budget</u>
2006A	Admin.	49,004.68	49,004.68	-
2006C	Gen.Av./F.F.	367.12	367.12	-
2007 T-Hangar	Gen. Aviation	7,653.98	7,653.98	-
Line of Credit	Expense	<u>-</u>	<u>-</u>	<u>-</u>
Totals	Expensed	57,025.78	57,025.78	-
Line of Credit	Capitalized	<u>1,487.85</u>	<u>3,750.00</u>	<u>(2,262.15)</u>
Total Capitalized & Expensed		<u><u>58,513.63</u></u>	<u><u>60,775.78</u></u>	<u><u>(2,262.15)</u></u>



December 1, 2011

Mr. Roland Luster  
State of Florida Department of Transportation  
1109 South Marion Avenue  
Lake City, Florida 32025-5874

Re: Request for Extension  
Joint Participation Agreement 42587619401  
For the Design, Purchase and Installation of Photovoltaic Panels on the Roof of the Terminal  
Building at the Gainesville Regional Airport.  
JPA Expiration Date: January 30, 2012

In February of 2011 the Gainesville Regional Airport successfully competed to participate in the Gainesville Regional Utilities Feed-In Tariff Program and received authorization to participate at the 300 kW level. This will enable GNV to realize approximately 100,000 in annual revenue through the sale of power generated by the photovoltaic system.

Phase 1 of the system, contracted under JPA 42587619401, is 100% installed but not connected. Phase 1 was originally designed as a net metering system but can now be connected to Phase 2 and added to the Feed-In Tariff Program. In October 2011 Gainesville Regional Utilities completed modifications to the Airport's main generator necessary to allow for the concurrent hook-up of the Phase 1 and Phase 2 systems. We are requesting an extension of Phase 1 to provide Gainesville Regional Utilities sufficient time to issue permits for Phase 2 of the system, allowing the two phases to be tied together. Phase 2 is scheduled for completion in March of 2011.

We respectfully request that the above referenced grant be extended an additional 91 days, through April 30, 2012. We are confident that we will be able to complete installation and hook up of the system by this date.

Thank you for your consideration.

Very truly yours,

A handwritten signature in blue ink that reads "Lynn Noffsinger". The signature is fluid and cursive, with the first name "Lynn" and last name "Noffsinger" clearly legible.

Lynn Noffsinger  
Grants and Contracts Administrator  
Gainesville-Alachua County Regional Airport Authority

## **TENANT REPORTS**

- 1. University Air Center**
- 2. R D Air Services, LLC**

## **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.

Persons 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 November 2011**

Appointing Body	12/16/2010	1/27/2011	2/24/2011	3/24/2011	4/28/2011	5/26/2011	6/23/2011	7/28/2011	8/25/2011	9/28/2011	10/27/2011	11/17/2011	In Violation if absent at next meeting?
	Breeze, William	P	P	P	P	P	P	P	P	P	P	P	P
Crowley, Susan	P	P	P	P	P	P	P	P	P	P	A	P	
Ewers, Ron	P	P	A	A	P	P	P	P	A	P	P	P	
Fletcher, Ian	A	P	P	P	P	A	A	P	P	P	P	P	
Goldstein, Mark	P	P	P	P	P	P	P	P	A	P	P	A	
Gonzalez, Roderick	P	P	P	P	P	P	P	P	P	P	P	P	
Minck, Mark	A	P	P	P	P	P	P	P	P	A	P	P	
Phillips, Win	P	P	P	P	A	P	P	P	A	P	P	P	
Scarborough, Brian	P	P	P	P	A	P	P	P	P	P	P	P	

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.

**A. 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 prior to 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 4:00 PM; locations may 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.

**B. 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.

### **C. ADDRESSING GACRAA COMMITTEES**

1. The following are sources to determine where and when GACRAA meetings will be held:
  - a. Airport Administration Office (352) 373-0249;
  - b. Website: [www.flygainesville.com](http://www.flygainesville.com)
2. A citizen may ask to be recognized by the Chairman of the Committee to speak on the topic under discussion.

**D. 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.

Persons with disabilities who require assistance to participate in the meeting are requested to notify the Airport's Communications Manager at 352-373-0249 at least 48 hours in advance, so their needs can be accommodated.