

GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY
Thursday, February 17, 2005– 5:00 p.m.
Gainesville Regional Airport
Passenger Terminal - Restaurant
Monthly Meeting
Highlights

Call To Order By the Chair

Chair Jim Stringfellow called the meeting to order at 5:04 p.m.

Invocation: Mr. Mac McEachern delivered the invocation.

Pledge of Allegiance: Chair Stringfellow led the Pledge of Allegiance.

Authority Members Present At Roll Call: Billy Brashear, C.B. Daniel, Joe Dunlap, Peter Johnson, Jon Morris, Jim Stringfellow, and Kinnon Thomas were present. Jim Gallagher and Marilyn Tubb were excused.

Ex-officio member Brent Christensen, Gainesville Area Chamber of Commerce president, was present.

Determination Of A Quorum: It was determined that a quorum was present.

Approval of Meeting Highlights for January 20, 2005

Mr. Thomas moved to approve the meeting highlights of January 20, 2005. Mr. Daniel seconded the motion. Motion passed.

Adoption of the Agenda

Dr. Brashear moved approval of the agenda. Mr. Dunlap seconded the motion. Motion passed.

Citizens' Input - None

Airport Authority Input – Non-Agenda Items

Dr. Morris stated that he was concerned with the Northwest Airlines fares for destinations in the western United States. He indicated that he compared Northwest's fares and found them competitive to Delta and US Airways for eastern destinations; however he found Northwest's fares to the west to be much higher. As an example, he cited fares from Gainesville to Las Vegas to be \$300 - \$400 higher than the fares from Jacksonville to Las Vegas. He recommended that staff prepare a plan to work with Northwest to lower fares. Also, he recommended that the Business Development and Marketing Committee place ads illustrating competitive fares to popular destinations.

Mr. Daniel also expressed his concern with the fares quoted by Northwest Airlines for western destinations.

Mr. Crider reported that Northwest Airlines is pleased with the load factors out of Gainesville.

A lengthy discussion took place regarding many of the ideas discussed at the Business Development and Marketing Committee on January 27.

Mr. Christensen stated that he was willing to publish a comparison of fares chart in the Chamber of Commerce newsletter.

Consent Agenda - None

Airport Business:

Information Items:

Mr. Crider reported that the FAA has announced that it intends to outsource Automated Flight Service Station (AFSS) functions to Lockheed and close the AFSS at Gainesville Regional Airport. He indicated that he will attempt to reach Lockheed to determine if the station could be retained beyond its stated transition date.

Mr. Crider reported that Ms. Bomberger has requested that the Board accelerate the RFP process for the site occupied by her company, Gator Aviation Services, LLC. Mr. Crider stated that staff will move forward and prepare an RFP for consideration by the Board.

Mr. Crider reported that the Facilities & Planning Committee recently met and requested an update to the Leibowitz & Horton feasibility study regarding the implementation of a CFC at Gainesville Regional Airport. He stated that Ms. Leibowitz has updated the analysis and the new information will be reported to the committee at its next meeting.

Mr. Crider reported that the Gulf Atlantic facilities will be vacated by the end of the month. Citing recent interest in the site, Mr. Crider reported that he is working with legal counsel to determine if a new RFP process is required since no responses were received to the last RFP for the same site in December 2004.

Mr. Marc Skillman, R.W. Armstrong & Associates, Inc., reported that the final inspection on the Runway 10-28 Rehabilitation project took place the previous week. He indicated that the punch list is short. He stated that grooving would begin at the end of the month and painting would then follow.

Mr. Skillman reported that a final inspection was also performed for the Runway 10-28 Ditch Enclosure project. He stated that the contractor, Commercial Industrial Corporation, did an excellent job and the punch list consists of minor items.

Mr. Skillman reported that bids were opened on the Airfield Guidance Signs and Visual Aid Improvements project on February 10. He stated that the bids were under the engineer's budget.

Mr. Skillman reported that design work for the T-Hangar project is underway and that construction is anticipated to begin in the summer of 2005. He indicated that the next action

item, a First Step meeting with the City of Gainesville Planning Department, needs to be scheduled and may take place during the week of February 28.

Mr. Skillman reported that a First Step meeting was conducted for the General Aviation Access Road project, a reconstruction of the washed out N.E. 42nd Terrace. He anticipates preparing a Task Order in March after receiving input from the City of Gainesville Planning Department. He indicated that the Airport's planning consultants recommend that the road be rebuilt 300' to the east of its current site.

Mr. Skillman reported that the Statement of Work for the Eclipse Aviation project is nearly complete and the Task Order for this project will be prepared shortly.

Responding to a question from Mr. Stringfellow, Mr. Jeff Breeden, Reynolds, Smith and Hills, Inc. described the slope of the passenger boarding bridges. He reported that the slope is relatively flat due to a slope in grade, the air carrier ramp grade falls away from the terminal building.

Mr. Crider reported that the concrete slab has been poured for the PBB connector vestibules.

Mr. Crider reported that Mr. Breeden has completed an analysis of the wetland areas and anticipates resolution of the project with the St. Johns River Water Management District within the next thirty (30) days.

Mr. Crider reported that US Airways has added a total of nine (9) additional flights for the Gatormationals event scheduled to take place March 17 – 20 at the Gainesville Raceway.

Mr. Crider reported that January 2005 passenger traffic is 55.2% higher than January 2004. Overall operations for January 2005 are 2.6% higher than January 2004. January 2005 Jet-A fuel flowage to airlines is 78.16% higher than January 2004, and overall fuel flowage is 49.01% higher.

Finance Report

Ms. Appie Graham, accounting consultant, distributed copies of the finance report for the period ending December 31, 2004. When some discrepancies became apparent during the review of the finance report, it was decided that the report should be corrected and sent to the Board via e-mail. (See Attachment A for the corrected version of the finance report.)

Mr. Crider reported that progress has been made in terms of utilizing the accounting system to generate reports and bringing accounts up-to-date.

Ms. Graham reviewed a Cash Flow Analysis which summarized Accounts Payable, Accounts Receivable, Grant Reimbursements in Transit, and Cash Balances as of February 16, 2005.

Mr. Crider reported that the process to hire a new Business Manager/CFO is underway and that he anticipates extending a job offer to a candidate shortly. He indicated that he planned to retain the services of Ms. Appie Graham through the conclusion of the FY03 Audit.

Ms. Graham reported that the payroll system has been fully implemented and is no longer a manual process.

Business Development & Marketing Committee Report

Mr. Crider reported that the Business Development and Marketing Committee met on January 27, 2005.

Mr. Crider reported that the committee scheduled a meeting to be held on February 25 to develop ideas for improving customer service. Also, the committee will review the presentation that is to be shown by members of the Speakers Bureau to local business and civic organizations.

Mr. Crider stated that the Gainesville Regional Airshow Consortium will provide an update to the Business Development & Marketing Committee at its meeting scheduled for March 24.

Mr. Crider reviewed the "Interim Food & Beverage Service Proposal" which has been endorsed by the Business Development & Marketing Committee and the Facilities & Planning Committee. He indicated that the next step will be to develop a budget and obtain pricing for building a kiosk unit and/or counters.

Mr. Crider distributed copies of the Speakers Bureau schedule.

Ad Hoc Personnel Committee Report

Mr. Daniel reported that the committee met on February 2, 2005 and discussed the following topics:

- Philosophy of evaluating the CEO and Board Members
- Airport Goals and Objectives
- CEO Assessment Form
- Board Member Assessment Form

Mr. Daniel stated that the committee plans to present recommendations for the CEO performance appraisal in March and follow-up in April with suggestions for Board member self-assessments.

Facilities & Planning Committee Report

Dr. Morris stated that the committee met on February 3, 2005.

Dr. Morris reported that the committee discussed a proposal to implement a CFC program to facilitate the construction of a consolidated rental car service facility. The committee requested an update to the feasibility study prepared by Leibowitz and Horton in May of 2004. Dr. Morris indicated that the committee would revisit the issue at the next meeting when the updated study is presented.

Dr. Brashear opposed the CFC program and stated that the rental car operators should pay for the construction of service facilities.

A lengthy discussion regarding the pros and cons of implementing a CFC program took place but no action was taken pending a review of the updated feasibility study.

Dr. Morris reported that the committee endorsed the concept of "grandfathering" the current T-Hangar tenants and implementing the proposed lease with new tenants. Mr. Crider clarified that this approach would require the approval of the FAA.

Mr. Dashwood Hicks, Port-A-Port owner, stated that he received a letter from the airport for a rent increase which he felt was incorrect. Mr. Crider invited Mr. Hicks to visit the Administration Office to resolve the issue.

Dr. Morris reported that the committee directed staff to install a sound barrier wall to block out the noise from the lounge.

RFP 05-002 Airfield Guidance Signs and Visual Improvements Contract Award – Resolution 05-010

Mr. Crider reported that five (5) firms submitted bids in response to RFP 05-002 for the Airfield Guidance Signs and Visual Improvement project. He stated that the bids were reviewed by Mr. Marc Skillman, R.W. Armstrong & Associates, and that he recommended awarding the contract to TCA Electrical Contractors, Inc., Omega, GA, the firm which submitted the lowest responsive bid in the amount of \$271,046.76. Ninety percent (90%) of the total cost of the project will be funded by the FAA through AIP Grant # 3-12-0028-021-2004, and five percent (5%) of the total cost of the project will be funded by the FDOT,

Mr. Skillman reported that his firm has contacted references provided by TCA Electrical Contractors, Inc. and has determined that the firm was able to secure a better price for PAPI equipment from a manufacturer who has recently redesigned their product, which met the bid specification.

Mr. Thomas moved to adopt Resolution 05-010 authorizing the execution of a contract with TCA Electrical Contractors, Inc., Omega, GA in the amount of \$271,046.76. Mr. Johnson seconded the motion. A roll call vote followed: Mr. Johnson – aye, Dr. Morris – aye, Mr. Thomas – aye, Dr. Brashear – aye, Mr. Daniel – aye, Mr. Dunlap – aye, and Mr. Stringfellow – aye. Motion passed 7-0.

Leibowitz & Horton Task Order # 1 – Resolution 05-011

Mr. Crider reported that this Task Order is for the performance of professional financial services required to prepare PFC Application # 3. Part of the funds generated by PFC Application # 3 will be used to reimburse some of the cost of the Runway 10-28 Rehabilitation project.

Dr. Morris moved to adopt Resolution 05-011 authorizing the execution of Task Order # 1 in the amount of \$34,900 by the CEO. Mr. Dunlap seconded the motion. A roll call vote followed: Dr. Morris – aye, Mr. Thomas – aye, Dr. Brashear – aye, Mr. Daniel – aye, Mr. Dunlap – aye, Mr. Johnson – aye, and Mr. Stringfellow – aye. Motion passed 7-0.

Tenant Reports

Mr. Jay Curtis, General Manager, University Air Center, reported that fuel sales are up significantly in January and February. He stated that the Gulf Atlantic facility will be vacated by the end of February. Mr. Curtis reported that flight school and charter business has been steadily increasing.

Ms. Carolyn Bomberger, President, Gator Aviation Services, LLC, reported that maintenance business is increasing and that she has hired two (2) new mechanics in the past six weeks.

Airport Authority Attendance

No issues to report at this time.

Adjournment

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

GACRAA Monthly Meeting

James L. Stringfellow, Sr., Chair

Date

T. James Gallagher, Secretary/Treasurer

Date