

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

**Thursday, April 12, 2001 - 8:00 a.m.
County Administration Building - Conference Room 209**

Call to Order by the Chairman

Chair Tubb called the meeting to order at 8:00 a.m.

Roll Call

Roll call was taken.

Members present at time of roll call: Patrick Bainter, Roger Brower, Jim Gallagher, Richard Mulligan, Charles Perry, Portia Taylor, Robert Todd and Marilyn Tubb.

Members absent: Mac McEachern

Determination of a Quorum

Quorum was met.

Approval of Meeting Highlights

The Airport Authority will review and approve the GACRAA monthly meeting highlights of March 8, 2001.

Recommendation: Motion to approve meeting highlights of the March 8, 2001 meeting, and authorize the Chair and Secretary/Treasurer to execute the document on behalf of the Airport Authority.

Mr. Brower moved to approve the meeting highlights of the March 8, 2001 meeting, and authorize the Chair and Secretary/Treasurer to execute the documents on behalf of the Airport Authority. Dr. Taylor seconded. Motion carried 8-0.

Adoption of Agenda

Recommendation: Motion to adopt the agenda. The Air Traffic Volume Report and the March Monthly Fuel Flowage Report was faxed on April 10, 2001 as well as hard copies handed out at the meeting.

Dr. Taylor moved to adopt the Agenda. Mr. Perry seconded. Mr. Brower requested that Airport Business item No. 8, Personnel Policies and Salary Compensation Ad Hoc Committee be moved to follow after Airport Business item No. 1. ***Motion carried 8-0.***

Citizens Input – Non-Agenda Items

Mac Langston, Flightline Gainesville, updated the Authority on the statistics from the Exxon Tiger Spirit Award survey. Kudos to Flightline Gainesville, who received the silver award, placing 15 out of 175 FBO's surveyed nationwide.

Consent Agenda

None

AIRPORT BUSINESS

Parking Facilities Management Contract

The current contract with USA Parking Systems to manage the paid parking lot at the Gainesville Regional Airport expires on June 30, 2001.

The back-up materials provide the details and history of the Parking Facilities Management Contract.

USA Parking Systems has successfully performed during the initial contract period, and for that reason the Airport staff recommends that the option for the additional 2-year term be awarded to the Company.

Recommendation: Motion to award an optional term of renewal for a two-year period to USA Parking Systems in the amount of approximately \$173,622 to manage the paid parking lot at the Gainesville Regional Airport for the period beginning July 1, 2001 and ending June 30, 2003; authorize a budget amendment in the amount of \$705.75 to cover the period from July 1, 2001 to September 30, 2001; and authorize the Director of Aviation to execute the appropriate documents on behalf of GACRAA once the final CPI adjustment has been calculated.

Mr. Bainter moved to award an optional term of renewal for a two-year period to USA Parking Systems in the amount of approximately \$173,622 to manage the paid parking lot at the Gainesville Regional Airport for the period beginning July 1, 2001 and ending June 30, 2003; authorize a budget amendment in the amount of \$705.75 to cover the period from July 1, 2001 to September 30, 2001; and authorize the Director of Aviation to execute the appropriate documents on behalf of GACRAA once the final CPI adjustment has been calculated. Dr. Taylor seconded. Discussion ensued. Motion carried 8-0

Personnel Policies and Salary Compensation Ad Hoc Committee Meeting

The Personnel Policies and Salary Compensation Ad Hoc Committee met on March 26, 2001 to discuss a salary adjustment for the Director of Aviation. Chair Taylor will brief the Airport Authority on the Committee Meeting.

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

Dr. Taylor moved to authorize a 5.5% pay increase (\$4,153.51 to base pay), based on performance level, and continue to pay the \$1,800 annual car allowance to the Director of Aviation. Mr. Brower seconded.

The Director stated, for the record, that the GACRAA 2000-01 Budget reflects a 4.5% raise, using the same percentage that the City had budgeted for its managerial employees when the 2000-01 GACRAA Budget was prepared.

Discussion ensued with regard to having the Director's evaluation done on a yearly basis, as the Director's previous evaluation was done in 1997.

Chair Tubb moved to vote on Dr. Taylor's recommendation, retroactive to October 1, 2000. Dr. Gallagher requested a roll call. Mr. Bainter, nay; Mr. Brower, aye; Dr. Gallagher, nay; Mr. Mulligan, aye; Mr. Perry, aye; Dr. Taylor, aye; Mr. Todd, aye; Ms. Tubb, aye. Motion carries 6-2

Gainesville Regional Utilities Electric Distribution Improvements

The passenger terminal and airfield have experienced an increased number of power outages due to failures in the Gainesville Regional Utilities (GRU) electric distribution system serving the south side of the airport. A portion of the passenger terminal and the airfield lighting vault are served by backup generators. The control tower, parking lot gates, and parking lot lighting are not equipped with backup generators. The power outages not only are a major inconvenience, but also can create a safety problem. With the hurricane season quickly approaching, it is recommended that any improvements be expedited to the greatest extent possible.

Airport staff has been working with GRU to review options for providing a more reliable commercial power supply. GRU has proposed installing a new insulated aerial cable feed from NE 39th Avenue north along the entrance road to serve the terminal. As proposed, GRU is planning to attach the cables to the existing light poles paralleling the entrance road at their expense. An alternative would be to install underground cables with the airport assuming the cost differential between the aerial and underground cables amounting to approximately \$9,100.00. It has been GACRAA's practice to install utilities underground and the installation would be more reliable, since the cables would not be subject to wind and/or animal damage.

This project is not listed in the Capital Improvements section of the GACRAA 2000-01 Budget.

Recommendation: Motion to approve the inclusion of a new underground electric feed to the passenger terminal in the GACRAA 2000-01 Capital Improvements Budget; authorize a Budget Amendment in the amount of \$9,100.00; and authorize the Director of Aviation to execute the appropriate documents on behalf of the Airport Authority.

Mr. Sheppard, GRU Utilities Specialist, and Mr. Hedgecock, Airport Engineer, discussed the changes that would take place with the proposed underground electric distribution system improvements. Mr. Sheppard stated that aerial cable would cost GRU approximately \$18,283 versus underground cable at approximately \$27,384. Mr. Sheppard stated that the Authority would incur the additional cost (\$9,100) to cover the underground portion of the electric feed, and further stated that payment arrangements could be arranged in lieu of a lump-sum billing.

Dr. Taylor moved to approve the inclusion of a new underground electric feed to the passenger terminal in the GACRAA 2000-01 Capital Improvements Budget; authorize a Budget Amendment in the amount of \$9,100.00; and authorize the Director of Aviation to execute the appropriate documents on behalf of the Airport Authority. Mr. Mulligan seconded. Motion carried 8-0

The Director agreed to provide the Authority with information as to which areas are remaining on Airport property that still have exposed above-ground aerial wiring to determine if those areas should also be moved underground as well.

Budget Review Committee Meeting

The Budget Review Committee met on March 20, 2001 to review the Financial Statements and Independent Auditors Report and the GACRAA Annual Financial Report ~ FY 1999-2000. Chair Brower will brief the Airport Authority on the Committee Meeting.

Recommendation: Listen to the presentation. Motion to accept the Financial Statements and Independent Auditors Report for the fiscal year ending September 30, 2000, which includes the Auditor's letter dated March 23, 2001; approve the GACRAA Annual Financial Report ~ FY 1999-2000 for the fiscal year ending September 30, 2000.

Dr. Taylor moved to accept the Financial Statements and Independent Auditors Report for the fiscal year ending September 30, 2000, which includes the Auditor's letter dated March 23, 2001. Dr. Gallagher seconded. Motion carried 8-0.

Dr. Taylor moved to approve the GACRAA Annual Financial Report ~ FY 1999-2000 for the fiscal year ending September 30, 2000. Dr. Gallagher seconded. Motion carried 8-0.

Joint Committee Meeting ~ Airpark Development Committee and the Air Service, Advertising And Marketing Committee

The Airpark Development Committee and the Air Service, Advertising and Marketing Committee met on March 23, 2001 to discuss related committee items and the implementation of a Strategic Plan. Committee Chairs Perry and Bainter will brief the Airport Authority on the Joint Committee Meeting.

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

Mr. Bainter stated that three sub-committees (Commercial Air Service, Industrial Park, and General Aviation) were established and charged with identifying the strengths, weaknesses, opportunities, and threats for their specific areas and to outline a plan on how to deal with those issues. This information will then assist GACRAA in formulating the Airport's Strategic Plan. Each sub-committee will reconvene before the next Authority meeting for further discussions and will bring their recommendations to the full Authority at GACRAA's May 10th meeting.

Chair Tubb stated that the sub committee's should be prepared to present a draft document to the full Authority at GACRAA's May meeting and that she would like the Airport's Strategic Plan finalized by July 1, 2001.

Airport Industrial Park Strategic Plan Sub Committee Meeting

The Airport Industrial Park Strategic Plan Sub Committee met on March 30, 2001 to identify the strengths, weaknesses, opportunities and threats related to the Airport Industrial Park and how they should be incorporated as part of the Airport's Strategic Plan. Sub Committee Chair Perry will brief the Airport Authority on the meeting.

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

Sub-Committee Chair Perry stated that the Committee has requested that staff provide them with an updated Industrial Park map showing the wetland areas, designated brownfield areas, the platted and unplatted parcels of property within the park and what the zoning is for the different areas located within the park.

Mr. Perry stated that the Committee will be recommending that the full Authority officially reserve lots 10 and 20 for aviation type businesses only. Mr. Perry further stated that the Committee will reconvene for continued discussions and offer its recommendations to the full Authority at the May 10th meeting.

Commercial Air Service Strategic Plan Sub Committee Meeting

The Commercial Air Service Strategic Plan Sub Committee met on March 30, 2001 to identify the strengths, weaknesses, opportunities and threats related to GNV's Commercial Air Service and how they should be incorporated as part of the Airport's Strategic Plan. Sub Committee Chair Todd will brief the Airport Authority on the meeting.

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

Sub Committee Chair Todd reviewed the items the Committee discussed as found in the Highlights from their March 30th meeting.

Mr. Todd stated that he made a follow-up phone call to ASA Station Manager, Mike Ferguson, after the meeting. Mr. Todd stated he was pleased to report that Mr. Ferguson informed him that staff responded promptly to ASA's concern regarding the terminal's public address system that immediate action was taken by staff, and that the terminal's public address system has "vastly improved" according to Mr. Ferguson.

Chair Tubb distributed a handout detailing highlights from the April 1st AAAE National Air Service Conference on marketing and recruitment efforts to small airports that she had attended (copy attached).

Ms. Tubb stated the Airline Recruitment Committee will put together a package and re-visit Air Tran officials to initiate discussions to bring Air Tran to GNV.

Ms. Tubb also distributed a congressional delegation letter (regarding the funding of Air 21) that was distributed to those in attendance at the April 1st AAAE meeting (copy attached). Ms. Tubb stated she sent letters to Senators Nelson and Graham, and Representatives Stearns, Thurman, & Boyd to encourage their positive action in the funding of Air 21.

Ms. Tubb stated that she is investigating the possibility of establishing a community wide leakage/research study using such tools as GNV's web site as a tracking agent and UF assistance for compilation of the data.

General Aviation Strategic Plan Sub Committee Meeting

The General Aviation Strategic Plan Sub Committee met on April 2, 2001 to identify the strengths, weaknesses, opportunities and threats related to General Aviation and how they should be incorporated as part of the Airport's Strategic Plan. Sub Committee Chair Gallagher will brief the Airport Authority on the meeting.

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

Sub Committee Chair Gallagher reviewed the highlights from the Committee's April 2nd meeting (page 71 of the Agenda packet). Mr. Gallagher stated that the Committee will reconvene April 18th to finalize the General Aviation portion of the Airport Strategic Plan and the Sub Committee will present recommendations to the full Authority at GACRAA's May 10th meeting.

Tower Review and Safety Committee Meeting

The Tower Review and Safety Committee met on April 2, 2001 to review Alachua County Special Use Permit Applications ZOS-14-01 and ZOS-15-01. They also reviewed a proposal to the City for a 120' monopole to be located at 1925 NW 2nd Street. Chair Gallagher will brief the Airport Authority on the Committee Meeting.

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

Committee Chair Gallagher stated the Committee reviewed Special Use Permit Application ZOS-14-01-00 and the G.M. Selby & Associates, Inc. Proposal. Dr. Gallagher stated that the Committee respectfully declined to comment on both.

Dr. Gallagher stated the Committee also reviewed Special Permit Application ZOS 15-01. Dr. Gallagher stated the Committee has no recommendation regarding this referral, but has requested staff to forward the following comments to the County's Office of Planning and Development: The Committee strongly opposes any increase in height to the existing tower as it penetrates a conical airport surface; is in close proximity to the cruise missile corridor airspace, and presents a potential hazard to IFR approaches to runway 24. The Committee also noted that there appears to be a difference in the tower's location and elevation on the various documents forwarded to the Committee for review.

INFORMATION ITEMS

Air Service Marketing

Passenger traffic during March decreased 18.2% (-5,619 passenger trips) versus March 2000.

Year-to-date traffic is down 15% (-11,315 passenger trips) compared the same period in CY00.

The Director stated the decrease is due partly to the loss of Continental Connection's flights and the a 9th ASA flight connection. June 2001 will reflect a more accurate account of year-to-date data.

Chair Tubb distributed a graphic chart related to GNV's monthly passenger traffic (copy attached).

The March 2001 Monthly Fuel Flowage Reports is included for your reference.

Gainesville Regional Airport's Information and Welcome Center

The Welcome Center has had visitors from 23 different cities/counties within Florida sign its guest register. The register also indicates that visitors from 20 different states and 5 other nations have traveled through GNV.

Budget Report

Staff report for the period October 1, 2000 through February 28, 2001 is included in the agenda packet.

GACRAA's monthly-reconciled bank balance submittal is included in the agenda back-up materials.

FAA's VORTAC

FAA's facility flight check commenced two weeks ago and is continuing. Tentative commissioning date is mid-July 2001.

The Director stated additional problems have surfaced and the tentative mid-July commissioning date has been moved forward another several months.

TARDIS Installation

The installation of Terminal Automated Radar Display and Information System (TARDIS) in the Gainesville Air Traffic Control Tower is a work in progress. Operational date has not been established pending resolution of a communications issue.

Passenger Terminal – Food, Beverage, News and Gift Concession

Announcements for Requests for Proposals (RFP) for this concession have been issued. A pre-proposal conference will be held at the Passenger Terminal on April 18, 2001 at 1:30 P.M. Proposals are due on May 11, 2001 at 3:00 P.M.

The Director stated that in addition to publishing a legal notice and ads in the business section of the Gainesville Sun Newspaper, legal notices were also sent to 31 potential companies. Of the 31 companies, 15 companies have requested a copy of the RFP. Submitted proposals will be brought before the Authority, and selected respondents will offer a presentation to/and be ranked by the full Authority. [Staff Note: In addition to the Gainesville Sun Newspaper, the RFP was also advertised in AAAE Airport Report and the Florida Administrative Weekly.]

Dr. Gallagher expressed concern with regard to making sure all respondents understand the DBE requirements to ensure that the submitted proposal will be in compliance with the requirements.

The Director stated that an addendum will be sent out to all potential companies that will clearly and specifically state what the DBE requirements are to ensure that all submitted Proposals are responsive in meeting the DBE requirements.

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

The parking lot project is 78% completed; the general aviation terminal reconstruction is 76% completed. Substantial completion of both projects is expected by mid-May.

AVCON, Inc. – Airfield Lighting Project

On February 26th the project engineer submitted 90% drawings and specifications to FAA for review and comments.

Airport Industrial Park – Kenneth O. Lester Company (KOLC)

On March 23, 2001, the City of Gainesville completed the real estate closing associated with the sale of an additional 3.0 acres in the Airport Industrial Park to KOLC. The Company currently has a Petition pending before the City for additional vehicle parking spaces to serve the food distribution facility.

University Athletic Association (UAA) – Hangar/Office Complex

The UAA assumed occupancy of their 10,000 square foot hangar and 2,500 square foot office complex on March 28, 2001.

Hurricane Hunters Exposition

Flightline Gainesville will host the hurricane preparedness expo on April 20-21, 2001.

Radio Advertising on Kiss 105.3

The Director stated that during the month of May, Kiss 105.3 will be airing the radio script (copy of script located in Agenda packet) that was previously approved by the Marketing Committee. It was the consensus of the full Authority that it was not necessary to distribute the audiotape amongst the Board for further comments.

Tenant Reports: Airport Tenants Association
Gainesville Pilots Association

Airport Authority Input

Mr. Todd requested that the Airport Attorney review the General Aviation Lease to determine if there are any ambiguities/changes that should be made to the lease. Mr. Todd expressed concern that many tenants have yet to sign a lease, while others are on a hangar waiting list in hopes of becoming a tenant.

Mac Langston, Flightline Gainesville, stated that 63 people have signed T-hangar Agreements, 32 tenants have yet to sign one. Mr. Langston stated he would mail a letter out to the 32 remaining tenants asking them to sign the lease or offer an explanation as to why they won't. Mr. Langston stated there are 12 people on the waiting list.

Mr. Todd also requested that the lease issue be referred to the Tenant Relations Committee. Chair Tubb complied.

[Staff Note: The Tenant Relations Committee met on April 23, 2001 to discuss the lease issue.]

Airport Authority Attendance

Adjournment

There being no further business, the Airport Authority meeting of April 12, 2001 was adjourned at 9:30 a.m.

Respectfully submitted,

Gene P. Clerkin, Director of Aviation

GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY

Marilyn Tubb, Chair

Dr. Jim Gallagher, Secretary/Treasurer

DATE: _____