

**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY  
MONTHLY MEETING  
HIGHLIGHTS  
Thursday, May 10, 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 8:05 a.m.

**Roll Call**

Roll call was taken.

Members present at time of roll call: Patrick Bainter, Jim Gallagher (arrived 8:07 a.m.), Mac McEachern, Charles Perry, Portia Taylor, Robert Todd and Marilyn Tubb.

Absent from roll call: Richard Mulligan

**Determination of a Quorum**

Quorum was met.

**GACRAA RESIGNATION**

On April 13, 2001, Mr. Roger Brower advised the City of Gainesville of his resignation from GACRAA, effective May 1, 2001. Mr. Brower served on the Airport Authority from April 27, 1998 through April 30, 2001. The unexpired term of this City of Gainesville appointment continues through July 31, 2003.

Chair Tubb presented Mr. Brower with a plaque and expressed gratitude on behalf of the full Authority and the Airport Staff for the outstanding service he provided while serving on the Board.

**Approval of Meeting Highlights**

The Airport Authority will review and approve the GACRAA monthly meeting highlights of April 12, 2001.

**Recommendation:** Motion to approve meeting highlights of the April 12, 2001 meeting, and authorize the Chair and Secretary/Treasurer to execute the document on behalf of the Airport Authority.

***Dr. Taylor moved to approve the meeting highlights of the April 12, 2001 meeting, and authorize the Chair and Secretary/Treasurer to execute the documents on behalf of the Airport Authority. Mr. Perry seconded. Motion carried 7-0.***

**Adoption of Agenda**

Recommendation: Motion to adopt the agenda. A supplemental agenda packet, that included the Air Traffic Volume Report, April Monthly Fuel Flowage Report, Budget Report and GACRAA's monthly-reconciled bank balance submittal, were hand delivered to the full Authority on May 7, 2001.

***Dr. Taylor moved to adopt the Agenda. Mr. Perry seconded. Motion carried 7-0.***

**Citizens Input – Non-Agenda Items**

None.

**Consent Agenda****Use of Airport Property ~ City of Gainesville, Department of Cultural Affairs**

The Hoggetowne Medieval Faire is an event scheduled to take place at the Alachua County Fairgrounds on February 2-4, 2002 and February 8-10, 2002.

The City of Gainesville, Department of Cultural Affairs has requested to utilize an adjacent parcel of Airport Property for vehicle parking February 2, 2002 through February 3, 2002 and February 9, 2002 through February 10, 2002.

GACRAA will be paid a site fee of \$1,900.00 for the use of the property.

The City has previously used this site to host this event and the activities have not impacted Airport operations.

**Recommendation:** Motion to approve Site Contract between the City of Gainesville, Department of Cultural Affairs and GACRAA; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority in substantially the same form as submitted, subject to approval by the Attorney for the Airport.

***Mr. Bainter moved to approve the Site Contract between the City of Gainesville, Department of Cultural Affairs and GACRAA, and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority in substantially the same form as submitted, subject to approval by the Attorney for the Airport. Dr. Taylor seconded. Motion carried 7-0.***

**AIRPORT BUSINESS****Airport Agreement & Supplemental Agreement – Discover Air, Inc.**

At a news conference held on April 26, 2001, Discover Air, Inc. announced new non-stop airline service between Gainesville and Miami commencing May 28<sup>th</sup> and starting June 25<sup>th</sup> between GNV and Orlando. The schedule will consist of two (2) daily round trips to each destination, Monday through Friday.

Initially, Discover Air will operate the scheduled public charter service with Jetstream 32's (19 passenger) aircraft and plans to deploy their fleet of Brasilia EMB-120 (30 passengers, flight attendant) aircraft when business builds.

As an incentive to bring this new service to GNV, the Supplement to the Airport Agreement contains a provision that the Airport Authority agrees to waive terminal charges and landing fees during the first ninety (90) days of the agreement. The Airport Authority would also have the option to extend this waiver for up to an additional ninety (90) days, depending on GACRAA's determination of the success or failure of the Company's operations. Based on previous similar operations, the monthly revenue to the Airport is estimated at \$5,100.

Discover Air is also eligible to participate in the Cooperative Advertising Airline Incentive Program adopted by GACRAA in October 1998. Until the recruitment of the vacant Marketing & Communications Coordinator position is completed, the Airport has contracted with locally based Larry Lansford Communications to assist Discover Air in regionally promoting the new airline services. A \$10,000 budget has been established and the funding is allocated in the Airport's approved FY 00-01 budget.

**Recommendation:** Motion to approve the Airport Agreement and the Supplement to Airport Agreement Between Gainesville-Alachua County Regional Airport Authority (GACRAA) and Discover Air, Inc.; and authorize the Chair and Secretary/Treasurer to execute the appropriate documents on behalf of the Airport Authority, subject to the approval by the Attorney for the Airport Authority.

*Mr. Perry moved to approve the Airport Agreement and the Supplement to Airport Agreement Between Gainesville-Alachua County Regional Airport Authority (GACRAA) and Discover Air, Inc.; and authorize the Chair and Secretary//Treasurer to execute the appropriate documents on behalf of the Airport Authority; subject to the approval by the Attorney for the Airport Authority. Dr. Taylor seconded. Discussion ensued. Motion carried 7-0.*

#### **Flightline Gainesville – Furnishings for the General Aviation Terminal**

Completion of the renovations on the General Aviation Terminal is scheduled for the end of May 2001. To properly furnish the facility, a proposal was obtained in February to purchase the required furniture at State Contract prices from Office Furniture USA. Lead-time for ordering, delivery and setup of the furniture is three to four weeks, making time of the essence.

Several items that were listed on the original Flightline Capital Outlay Budget for FY 2001 will be postponed until FY 2002 to help offset the expense of the Budget Amendment. These items include:

Golf Cart	\$3,000
Copier	\$1,000
Fire Ext.	<u>\$4,862</u> (For new Hangar)
Total	\$8,862

In addition, Flightline is \$48,000 under the operating expense budget as of March 1, 2001. Originally, funding for the terminal furnishings was to come from the contingency funds built into the renovation project. These offsets in capital and operating budget expenses will allow funding of the new furnishings without those contingency funds.

Flightline is scheduled to host the June 21, 2001 Chamber of Commerce After Hours to showcase the airport and general aviation tenants and facilities to the community. It is extremely important to have the interior furnishings complement the building as we host business leaders from the community.

**Recommendation:** Motion to authorize a Budget Amendment to increase the FY 2001 Capital Outlay budget in the amount of \$30,944.64, for the purchase of furniture for the renovated General Aviation Terminal; and authorize the Chair and Secretary/Treasurer to execute the

appropriate documents on behalf of the Airport Authority, subject to approval by the Attorney for the Airport Authority.

Discussion ensued regarding the purchasing of the proposed furnishings, its costs, funding of the furniture, GACRAA's 00-01 budget and offsetting the costs, and proposed alternatives to Flightline's recommendation, such as: reusing the existing surplus furnishings; purchasing additional surplus furnishings; postpone purchasing all the furniture and have the furniture included in GACRAA's 01-02 Operations and Maintenance budget; or purchase only critical public area furnishings now and purchase the private-use area furnishings during the 01-02 Budget cycle.

***Mr. Bainter moved to authorize a Budget Amendment in the amount of \$15,000 to furnish the public areas of the General Aviation Terminal; use the identified \$8,862 [delay purchasing the golf cart \$3,000, copier \$1,000, Fire extinguishers \$4,862 till the 01-02 budget] from GACRAA's 00-01 Capital Outlay Budget to help offset the furniture expenses and continue to identify additional budget items that could be delayed until the next fiscal year; and have the balance of the furniture as a priority item in the next fiscal year budget. Mr. Perry seconded. Roll call requested – Dr. Gallagher, nay; Mr. McEachern, nay; Mr. Perry, aye; Dr. Taylor, aye; Mr. Todd, aye; Ms. Tubb, aye; Mr. Bainter, aye. Motion carried 5-2***

#### **Flightline Gainesville – Aeroflite, Inc.**

##### **Application to conduct Aeronautical Activities and Lease Agreement**

Aeroflite, Inc. has submitted an application to lease office, ramp and hangar space to begin an Aircraft Charter and Aircraft Airframe and Powerplant Maintenance and Alteration Operation. Aeroflite's application would meet the requirements of the Minimum Standards and Requirements for Aeronautical Activities as a subtenant of Flightline Gainesville.

Aeroflite has agreed to work with Flightline to provide hangar space for our 3 existing WWII hangar tenants until the new bulk hangar is completed. They have also requested that the roof repair/coating, exterior painting and other maintenance improvements, that the Authority has been considering, be accomplished as expeditiously as possible to improve the aesthetic appearance and functionality of the WWII Hangar.

Mr. Van Riper, Flightline, stated that the Flightline management has reviewed Aeroflite, Inc.'s application, business plan and proposed lease agreement and recommends approval of the lease.

The Director stated that the DOT is receptive to funding a 50/50 grant with DOT's next fiscal budget beginning in July 2001. The Director further stated that to be eligible for the 50/50 grant, the renovations must have a 10-12 year lifespan, and that the renovations to the hangar could not begin until after the grant is accepted and executed by all parties.

***The Director recommended that the full Authority authorize staff to negotiate a lease agreement, through Flightline, with Aeroflite, Inc; and authorize staff to execute the lease document when completed. Mr. McEachern moved the Director's recommendation. Mr. Perry seconded.***

Mr. McEachern stated that he was in favor of improvements that were covered by the 50/50 grant funding, but did not want the motion to cover such things as improvements to lighting.

The Director stated that his understanding is that Aeroflite, Inc. is requesting a commitment from the Authority to make improvements to the roof, sides of the hangar, lighting upgrades, windows, and other minor work items.

Mr. Bainter stated that another option would be to engage in a leasehold improvement arrangement with Aeroflite, Inc.

Mr. Sala, Aeroflite, Inc., stated that Aeroflite, Inc. would like to enter into a lease agreement to operate out of GNV and to utilize the WW II hangar facility with the understanding that the Authority will commit to making the hangar a functional facility. Mr. Sala further stated that Aeroflite, Inc. would be willing to work with the Authority's time frame required to receive the 50/50 grant funding.

***Chair Tubb asked that the Director restate the motion the motion on the floor. The Director stated that the motion is to accept the application to conduct aeronautical activities, as filed by Aeroflite, Inc., and authorize staff to enter into the appropriate lease agreement. Motion carried 7-0.***

Mr. Bainter recommended that staff seek the JPA 50/50 grant funding and move as expeditiously as possible with regard to repairing the roof.

#### **GACRAA Fuel Farm – Containment Area Coatings**

Ever since the purchase of the fuel farm by GACRAA, staff personnel have worked to maintain it to required standards. Part of this endeavor included having an approved product installed to seal stress cracks in the concrete containment areas. The product was working as witnessed by the Alachua County Environmental Protection Department (ACEPD) when they performed an annual Tank Facility Compliance Inspection on November 29, 2000 and cited no rule violations. ACEPD conducted its next annual Tank Facility Compliance Inspection on February 23, 2001 and cited the fuel farm for "failure to maintain secondary containment". The product used to seal the containment area cracks was failing and was not demonstrating the necessary elasticity to withstand the movement in the concrete containment area slabs. This allowed the cracks to reflect back up through the product in a manner that suggested to ACEPD that the containment area was not impervious as required by Florida Statutes, Chapter 62-761.700(3)(e).

Staff received a letter from ACEPD on March 5, 2001 requesting that ACEPD be notified in writing within fourteen days as to the proposed corrective action. Staff responded on March 18, 2001 that staff was in the process of contacting vendors to obtain quotes for having the containment areas made impervious. On April 17, 2001, staff received a letter from ECS, Inc., the fuel farm insurer, stating that a loss control/risk assessment survey had been performed on March 6, 2001, and that ECS, Inc. would like a written response by May 17, 2001 stating our intentions.

Staff contacted six (6) companies in an endeavor to have the fuel farm's containment areas made impervious: General Polymers Coatings, a division of Sherwin Williams, Cincinnati, OH; E.L.S. Products Corp., Deer Park, NY; MPC Containment Systems, Ltd., Chicago, IL; the International Paint Company, Inc., Valdosta, GA; Tri State Contractors of Florida, Inc, Jacksonville, FL; and

Jack Keyworth Contracting, Inc., Sarasota, FL. The first four companies listed provided data on the products they sold but did not quote on installing the product.

Tri State Contractors visited the fuel farm on March 22, 2001 and gathered the data they needed to submit a quote. After numerous telephone calls from staff, Tri State Contractors submitted information on the product, XYPEX, they would use and a quote to install the product totaling \$28,088.00 on May 3, 2001. Technical information obtained from the Manufacturer's web site stated: "It is should be noted, however, that XYPEX is not designed for use in expansion joints or chronic moving cracks." Due to extent of the cracks in the off-loading containment area, this product may not perform as desired.

Jack Keyworth Contracting, Inc. visited the fuel farm on April 2, 2001 and submitted a proposal to perform the project work totaling \$28,460.00 on April 18, 2001.

Upon careful review of the material specifications, staff believes it to be prudent to award the contract to Jack Keyworth Contracting.

#### Fiscal Impact

The GACRAA FY 2001 budget does not contain funding for this project, and the project is not eligible FAA funding. The decision as to whether or not FDOT will participate is pending.

As a result, GACRAA may need to fund the total proposed amount of \$ 28,460.

**Recommendation:** Motion to award a contract to Jack Keyworth Contracting, Inc. in the amount of \$28,460, to seal the existing cracks in the fuel farm's concrete containment areas; authorize a budget amendment to cover the project cost; and authorize the Director of Aviation to execute the appropriate documents on behalf of GACRAA.

***Dr. Taylor moved to award a contract to Jack Keyworth Contracting, Inc. in the amount of \$28,460, to seal the existing cracks in the fuel farm's concrete containment areas; authorize a budget amendment to cover the project cost; and authorize the Director of Aviation to execute the appropriate documents on behalf of GACRAA. Mr. Bainter seconded. Discussion ensued. Motion carried 7-0***

#### **General Aviation Strategic Plan Sub Committee Meeting**

The General Aviation Strategic Plan Sub Committee met on April 18, 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.

Committee Chair Gallagher reviewed the Committee's Strategic Plan recommendations as found on page 55 in the agenda packet.

*Dr. Gallagher moved to establish a specific General Aviation Committee to oversee and work actively with those involved in the development of the general aviation side of the Airport. Mr. Bainter seconded.*

*Mr. Bainter further stated that the Committee also discussed recommending consolidation of existing committees having the same interests (Minimum Standards Committee and the General Aviation Projects Ad Hoc Committee) to form the newly proposed committee, rather than creating a new committee.*

Mr. Stanley, Airport Attorney, stated an Ad Hoc Committee could be established on an indefinite basis, but if the Authority were to ultimately restructure the standing Committees, an amendment to GACRAA's By-Laws would be required.

Discussion ensued and it was agreed that the newly formed Committee, a consolidation of the Minimum Standards Committee and the General Aviation Projects Ad Hoc Committee, be formed as the General Aviations Ad Hoc Committee.

The Director stated that the Authority would need to vote on two (2) separate issues: 1) to delete the General Aviation Projects Ad Hoc Committee; and (2) to create a General Aviations Ad Hoc Committee with the Chair assigning the Committee members.

*Chair Tubb stated that the motion is to create a General Aviation Committee on an Ad Hoc basis; and to combine related committees on Ad Hoc basis to the newly formed Committee in terms of function. Motion carried 7-0.*

#### **Commercial Air Service Strategic Plan Sub Committee**

The Commercial Air Service Strategic Plan Sub Committee met on April 26, 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.

Committee Chair Todd reviewed the Committee's Commercial Air Strategic Plan recommendations as found on pages 59 and 60 in the agenda packet.

Discussion ensued with regard to renewing discussions with Marion County officials regarding the proposed Ocala Regional Airport. Chair Tubb suggested the Authority work with and support Representative Ed Jennings in his continued efforts to bring the two communities together for discussions regarding air service.

#### **Airport Industrial Park Strategic Plan Sub Committee**

The Airport Industrial Park Strategic Plan Sub Committee met on May 1, 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.

Committee Chair Perry reviewed the Industrial Park Strategic Plan recommendations as found on pages 64 and 65 in the agenda packet.

Dr. Taylor stated that Conchi Ossa, Economic Development, reported that ongoing discussions with a prospective tenant who is considering a land lease are in the works and that details regarding the outcome would be available shortly.

Chair Tubb distributed a draft of a proposed Strategic Plan (copy attached) that she developed and asked the Authority to use it as a working document and tool to assist in creating GACRAA's Strategic Plan. Chair Tubb further stated that she would like the full Authority to finalize the Strategic Plan and adopt it at GACRAA's June 14<sup>th</sup> meeting.

### **Tenant Relations Committee Meeting**

The Tenant Relations Committee met on April 23, 2001. Chair Bainter will brief the Airport Authority on the Committee Meeting.

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

Chair Bainter stated that at its April 23<sup>rd</sup> meeting, the Tenant Relations Committee asked staff to proceed with developing a plan to enforce the General Aviation Tenant Lease.

Mr. Van Riper stated that currently there are nine tenants that haven't signed a lease.

The Director stated that there are two (2) enforcement options available: 1) An economic Option, signatory versus non-signatory pricing, whereby the non-signatory tenant pays a higher monthly fee and/or would not be entitled to the fuel discount program; or 2) the Enforcement Option, whereby Flightline would mail a letter to the remaining unsigned tenants informing them that in sixty (60) days the Authority will commence, through Flightline, the enforcement action.

The Director stated that staff's recommendation is to have the full Authority move to authorize staff to proceed with Option No. 2.

***Mr. Perry moved to accept staff's recommendation to have Flightline mail a final letter to the remaining unsigned tenants, giving them notice that they have sixty (60) days to sign a lease agreement or enforcement action will be taken. Mr. Todd seconded.***

Dr. Gallagher stated that he would not participate in the vote as he leases a hangar and it would be a conflict of interest to vote on this issue.

Discussion ensued with regard to whether or not there is a conflict of interest with Option 2, as the vote would not monetarily affect Dr. Gallagher.

***Chair Tubb moved to vote on Mr. Perry's motion. Motion carried 6-0 (Dr. Gallagher abstained from voting)***

McEachern requested that Mr. Stanley further investigate to determine whether or not a conflict of interest issue exists. [Staff Note: On May 23, 2001, Mr. Stanley contacted Ms. Skell in the Administration Office. Mr. Stanley stated that he had researched this issue and, in his opinion, there was no voting conflict, as Dr. Gallagher did not stand to lose or gain anything more than anyone else that had a hangar.]

[Staff Note: As required by Florida Statutes (FS), Dr. Gallagher filed Form 8B Memorandum of Voting Conflict for County, Municipal and other Local Public Officers. The form was filed on May 17, 2001 and copies were forwarded to other GACRAA members, per the FS (copy enclosed).]

## **INFORMATION ITEMS**

### **Air Service Marketing**

Passenger traffic during April decreased 14.5% (-3,931 passenger trips) versus April 2000.

Year-to-date traffic is down 14.9% (-15,246 passenger trips) compared the same period in CY00.

The April 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 32 different cities/counties within Florida sign its guest register. The register also indicates that visitors from 24 different states and 7 other nations have traveled through GNV.

### **Budget Report**

Staff report for the period October 1, 2000 through March 31, 2001 is included in the agenda packet.

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

### **Passenger Terminal – Food, Beverage, News and Gift Concession**

Announcements for Requests for Proposals for this concession have been issued. A pre-proposal conference was held at the Passenger Terminal on April 18, 2001 at 1:30 P.M. Seven people representing four companies were present at the pre-proposal conference. Proposals are due on May 11, 2001 at 3:00 P.M.

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

The parking lot project is 80% completed; the general aviation terminal reconstruction is 96% completed. Substantial completion of both projects is expected by the end of May.

### **Construct Group III Aircraft Storage Hangar ~ GACRAA Project No. 00-008**

Construction contract has been executed; building has been ordered; site work will commence the week of May 14<sup>th</sup>.

### **Third Annual Hurricane Hunters Exposition**

Flightline Gainesville hosted their third annual hurricane preparedness expo April 20-21, 2001. The successful two-day event captivated the minds of 1,000 plus school children on the 20<sup>th</sup>, and peaked the interest of more than 8,000 people during the two-day event. Flightline received Proclamations from Mayor DeLaney and Governor Bush. Kudos to Flightline for an excellent job well done!

### **Passenger Terminal - Business Center**

On April 25<sup>th</sup>, the Business Center opened its doors for business. Currently it houses a computer-complete with Internet access, a fax machine, and three laptop-ready workstations.

### **Airline Arrival/Departure Data On Web Page**

GNV's Web Page, [www.gra-gnv.com](http://www.gra-gnv.com), has been updated to include the Flight Information Display System data as presented in the Passenger Terminal. The system is automatically updated every five minutes.

### **GACRAA Monthly Meeting Location for June –December 2001**

GACRAA will continue to meet at its current location (County Administration Building, Room 209) at 8:00 a.m. for the remainder of the year, **except for the July 12, 2001 meeting**. The July 12, 2001 meeting will be held at the Kirby-Smith Administration Offices Building, School Board Meeting Room (1<sup>st</sup> floor, center back), Gainesville, FL at 8:00 a.m.

The Director stated that the City of Gainesville is taking applications to fill four (4) appointments to the Airport Authority (3 terms expiring 7/31/01 and the fourth to fill Mr. Brower's vacancy). The Director further stated that a Governor's appointment also expires July 31, 2001.

**Tenant Reports** : **Airport Tenants Association**  
**Gainesville Pilots Association**

### **Airport Authority Input**

### **Airport Authority Attendance**

### **Adjournment**

*There being no further business, the Airport Authority meeting of May 10, 2001 was adjourned at 10:10 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: \_\_\_\_\_