

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

**Highlights**

**Flightline - Conference Room**

**Thursday, June 20, 2002**

**Call to Order by the Chair**

Chair Bainter called the meeting to order at 5:05 p.m.

**Authority Members Present at Roll Call:** Patrick Bainter, Cain Davis, Janice Honeyman-Buck, James Gallagher, Mac McEachern, Jon Morris, and Bob Todd. Marilyn Tubb was excused. Charles Perry was absent.

**Determination of a Quorum** It was determined that a quorum had been reached.

**Approval of Meeting Highlights of May 16, 2002**

Dr. Morris moved to approve the meeting highlights. Seconded by Dr. Gallagher. Motion passed.

**Adoption of the Agenda**

Chair Bainter recommended that agenda Item #3 under Airport Business, Airport Liability Insurance be moved to Item #1, so as not to detain Barbara Flynn, Account Executive, Arthur J. Gallagher & Co., and Steve Varvel, Director of Risk Management, City of Gainesville.

*Dr. Gallagher moved to adopt the agenda and the consent agenda. Seconded by Mr. McEachern. Motion carried.*

**Citizens Input – Non-Agenda Items**

Mr. John Barber asked about the status of issuing Identification Cards for General Aviation users of the Airport. Mr. Crider advised that Flightline was collecting paperwork, and that the Authority is in the process of updating equipment and software so staff will be able to produce ID Cards in July.

**Airport Authority Input – Non-Agenda Items**

*Dr. Gallagher moved to direct staff to arrange to video record Authority meetings at a reasonable cost for broadcast on Cable TV, and to amend the budget to include the expense. Dr. Morris seconded. Motion carried.*

*Regarding the establishment of a Regional Airport Advisory Board (March 2002 Meeting), Mr. McEachern moved to authorize the Director of Aviation and his marketing staff to arrange presentations for those governmental agencies originally listed, allowing addition and deletions by*

*staff as appropriate, but allowing participation from the area listed on the Airport web site as the region served. Staff should include the North Central Florida Gateway Alliance as they are a*

*regional organization and can offer assistance contacting and representing the smaller counties. Dr. Gallagher seconded the motion. Motion carried.*

Chair Bainter appointed Dr. Morris to serve as the Marketing Committee liaison to work with staff to develop the presentations and plans to establish the Regional Airport Advisory Board.

### **Consent Agenda**

The following items were adopted:

- Changed July GACRAA Board meeting from July 11 to July 18, 2002.
- Approved the purchase of the closed circuit television system from Imagetech, Inc., in the amount of \$28,885 and authorized the Director of Aviation to execute the Purchase Order.
- Approved the purchase of the ID1000 Livescan Fingerprinting System from Cross Match Technologies, Inc, in the amount of \$26,635 and authorized the Director of Aviation to execute the Purchase Order.

### **Airport Business**

#### **Airport Liability Insurance**

Mr. Crider introduced Barbara Flynn, Account Executive, Arthur J. Gallagher & Co., and Steve Varvel, Director of Risk Management, City of Gainesville. The City's insurance consultant, Arthur J. Gallagher & Co. shopped the Airport Liability Coverage with four (4) insurance companies prior to the renewal proposal. ACE Property & Casualty is recommended as the carrier. The renewal premium of \$46,281 is \$11,731 more than the premium for the current year. Ms. Flynn stated that terrorism is excluded from the policy.

*Dr. Gallagher moved to accept the proposal from Arthur J. Gallagher & Co. for the renewal of the Airport Liability and Non-Owned Aircraft Liability insurance coverage in the amount of \$100 million for the period July 2, 2002 to July 2, 2003; authorize the payment of the renewal premium in the amount of \$46,281; and authorize the Director of Aviation to execute the appropriate documents on behalf of the Airport Authority, in substantially the same form as submitted. Dr. Honeyman-Buck seconded the motion. Motion carried.*

### **Florida Food Service Resolution 02-008A**

Mr. Crider explained that the purpose of Resolution 02-008A was to restate language contained in Resolution 02-008 that was passed by the Board at its meeting on May 16, 2002.

*Dr. Morris moved to approve Resolution 02-008A acknowledging the revision in the title of the agreement executed between the City and Florida Food Services, Inc. and the revision in Section 2 of GACRAA Resolution 02-008. Dr. Honeyman-Buck seconded the motion. A roll call vote followed: Mr. Todd – Aye, Mr. Davis – Aye, Dr. Gallagher – Nay, Dr. Honeyman-Buck – Aye, Mr. McEachern – Nay, Dr. Morris – Aye, Chair Bainter – Aye. Motion carried 5-2.*

### **Free Parking**

Mr. Crider advised that 30-minute free parking in the short-term parking lot was approved after the September 11 incident; the free parking was offered to reduce the inconvenience caused by the imposition of the 300-foot setback for unattended vehicles. While part of the 300-foot rule has been relaxed, unattended vehicles are still not permitted on the curb. Authorization for the 30-minute parking expires in June. Staff recommends that the 30 minute free parking be extended through September and that the policy be re-evaluated during FY2003 Budget preparation.

*Dr. Morris moved to approve continuance of 30-minute free parking for the duration of this fiscal year, and evaluate this policy as part of the Rates & Charges review during FY2003 Budget preparation. Dr. Honeyman-Buck seconded the motion. Motion carried.*

### **Air Service, Advertising, and Marketing Committee Report**

Dr. Morris reported that the Air Service, Advertising and Marketing Committee met on June 10, 2002 and heard updates from staff on various topics.

Regarding the airport restaurant, Dr. Morris recommended that the Marketing Committee's direction to staff to send Jerry Pendergast and his employees a thank-you letter be revised. Dr. Morris recommended that a thank-you letter be sent only to the employees of Jerry's Caterers.

Dr. Morris reported that passenger traffic for May 2002 is up 10% versus May 2001. YTD traffic is up 4.5% versus the same months YTD 2001.

### **General Aviation Committee Report**

Mr. McEachern reported that the General Aviation Committee met on June 11, 2002 to discuss the Minimum Standards in preparation for presentation to the Board for approval and to draft the proposed approach to FBO solicitation.

Dr. Gallagher explained the major changes to the Minimum Standards; a draft of the Minimum Standards was provided to the Board members. A discussion took place with General Aviation Committee members answering questions raised by others on the Board.

***Dr. Morris moved that the Authority approve the June 20, 2002 draft of the Minimum Standards. Dr. Honeyman-Buck seconded the motion. Motion carried 5-2 with Messrs. Todd and Davis dissenting.***

***Dr. Morris moved that the Authority officially terminate the management contract with Flightline and negotiate terms through legal counsel, and draft an agreement with Flightline that would allow a non-definite extension of said contract allowing for a reasonable amount of time for staff to execute an RFP for FBO services. Dr. Honeyman-Buck seconded the motion. Motion carried 6-1 with Mr. Todd dissenting.***

Dr. Gallagher discussed the Proposed Approach to FBO Solicitation that the General Aviation Committee recommends for approval by the Board. Mr. Crider stated that this document would be the guideline used by staff for moving forward with an RFP.

***Dr. Gallagher moved that the Authority accept the Proposed Approach to FBO Solicitation. Dr. Morris seconded the motion. Motion passed.***

### **By-Laws Committee Report**

Dr. Honeyman-Buck reported that the By-Laws Committee met on June 11, 2002. The Committee discussed proposed changes to the By-Laws that included:

- Article III, Section 4: Reduce the number of Standing Committees from eight to three:
  - i. Finance and Operations,
  - ii. Facility and Planning,
  - iii. Marketing, Public Relations and Economic Development.
- Article III, Section 4: Change to reflect that “each committee shall be scheduled once each Quarter...”

The By-Laws Committee recommends that the motion to revise the By-Laws be withdrawn.

***Mr. McEachern moved to table indefinitely the motion to revise the By-Laws. Dr. Gallagher seconded the motion. Motion carried.***

The By-Laws Committee recommends that the eight standing committees plan meetings on a “block-scheduling” basis. Chair Bainter explained the concept of block-scheduled meetings and directed staff to make such arrangements with the Committee Chairs.

### **Information Items**

Fencing is approximately 85% complete, and gate controllers are soon to be installed. The estimated completion date is the first week of July.

The GA Ramp Rehabilitation project is 90% complete. The estimated completion date is the first week of July.

The Airfield Lighting project is 90% complete. Delivery of the beacon tower is scheduled for mid-July. Final completion of this project is estimated at the end of July.

**Tenant Reports**

Bob Van Riper, Flightline, advised that a group of flight instructors from Embry-Riddle Aeronautical University will be attending a meeting at the Airport's Flight Service Station on August 14, 2002, Flightline will be hosting a luncheon for the instructors.

**Airport Authority Attendance – No Issues**

**Adjournment**

Since there was no further business, the meeting was adjourned by the Chair at 6:20 p.m.

GACRAA Monthly Meeting

\_\_\_\_\_  
Patrick Bainter,  
Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
T. James Gallagher,  
Secretary/Treasurer

Date: \_\_\_\_\_