

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

Highlights

**Airline Terminal - Restaurant
Thursday, October 23, 2003, 5:00 p.m.**

Call to Order by the Chair

Chair Morris called the meeting to order at 5:06 p.m.

Invocation: The Reverend Alex Farmer of St. Michael's Episcopal Church delivered the invocation.

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

Authority Members Present at Roll Call: Billy Brashear, C.B. Daniel, Jim Gallagher, Jon Morris, and Bob Todd were present. Pat Bainter, Janice Honeyman-Buck, Jim Stringfellow and Marilyn Tubb were excused.

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

Approval of Meeting Highlights September 18, 2003

Dr. Gallagher moved to approve the meeting highlights of September 18, 2003. Mr. Daniel seconded the motion. Motion passed.

Adoption of the Agenda

Chair Morris noted there was a possibility of time conflicts on the part of two Board members. He suggested that the items requiring action by the Board be moved to the beginning of the agenda and the Information Items and the Finance Report be moved to the end of the agenda. Also, he recommended omitting the Management Contract from the agenda.

Mr. Daniel moved to adopt the amended agenda. Dr. Gallagher seconded the motion. Motion passed.

Citizens Input – Non-Agenda Items - None

Airport Authority Input – Non-Agenda Items - None

Consent Agenda - None

Airport Business:

Task Order for Conservation Easement and Runway 10-28 Permit Coordination

Mr. Crider reported that Reynolds, Smith and Hills Task Order #6 is for conservation easement and Runway 10-28 permit coordination, essential to sorting out a previous commitment to the St Johns River Water Management District and the recording of a conservation easement. The Federal Aviation Administrator has voiced strong opposition to recording a conservation easement on property adjacent

to airside property, which was negotiated with the water management district in the early 1990's when Taxiway A was extended over a creek. Consultants and airport staff feel that such a recording would be very short-sighted. All parties feel that an effort to satisfy water management district requirements, and previous agreements, by recording such an easement on property that is not adjacent to the airfield (east of NE 39th Avenue) would be more appropriate. These efforts are timely in that a new agreement with the St Johns River Water Management District is important to moving forward with permitting associated with runway rehabilitation and drainage ditch enclosure. This proposed task order is for the analysis, discussion and coordination necessary to accomplish these goals. FDOT has already awarded a grant to the Authority to cover 50% of these eligible efforts.

Dr. Gallagher moved to direct the Chief Executive Officer to fully execute Task Order #6 of the General Airport Consulting Services agreement with Reynolds, Smith and Hills, Inc., and execute all necessary documentation to accomplish Task Order #6 in an amount not to exceed \$112,218. Dr. Brashear seconded the motion. A roll call vote followed: Mr. Todd – aye, Dr. Gallagher – aye, Mr. Daniel – aye, Dr. Brashear – aye, and Dr. Morris – aye. Motion passed 5-0.

Task Order for Terminal Renovation Concept Planning, Blast and CFC Analysis

Mr. Crider reported that Task Order #3 of the Reynolds, Smith and Hills agreement is for the conceptual design of the airline passenger terminal, to include blast analysis to determine TSA design criteria, and a feasibility study of a Customer Facility Charge (CFC) for rental car operators to fund a common-use rental car service facility. The Federal Aviation Administrator has previously approved airline passenger terminal renovations in PFC Application number 2 for Gainesville Regional Airport. Conceptual design will consider the goals and objectives of the community, and build consensus, so that phases can be determined and actual design and specification work can be accomplished and put out for bid.

Mr. Crider clarified the purpose of the Blast Analysis. He stated that the Blast Analysis will define the buffer zone around the terminal based on the types of construction materials and the structure of the terminal. This will define the buffer zone required between the terminal and the parking lot.

Mr. Crider stated that the conceptual design will define the form and function of various areas of the building but will not include details such as locations of outlets, conduits and cabling. He stated that the conceptual design would include input from the tenant airlines, in terms of defining future boarding facilities such as loading bridges.

Mr. Daniel moved to direct the Chief Executive Officer to fully execute Task Order #3 of the General Airport Consulting Services agreement with Reynolds, Smith and Hills, Inc., and execute all necessary documentation to accomplish Task Order #3 in an amount not to exceed \$103,725. Dr. Brashear seconded the motion. A roll call vote followed: Dr. Gallagher – aye, Mr. Daniel – aye, Dr. Brashear – aye, Mr. Todd – aye, and Dr. Morris – aye. Motion passed 5-0.

Task Order for Long-Term Design of Runway 10-28 Rehabilitation (Asphalt)

Mr. Crider reported that Task Order #8 of the R. W. Armstrong and Associates agreement is for a Runway 10-28 Rehabilitation Design & Specification, with a long-term asphalt solution, which will include design, specifications, and bid documents associated with construction of this project. The data collection and survey work associated with the Runway 10-28 pavement and storm water drainage

improvements study will be utilized as the basis for this design work, as well as previous design and specification work done when FAA funding was anticipated for a short-term solution only. Before signing a task order for the design work described above, staff will order an independent fee assessment, as required by the FAA, to validate the proposed cost of this work.

Mr. Crider correlated the three task orders to the items listed on the Capital Improvement Plan, which was distributed to the Authority members.

Dr. Gallagher moved to direct the Chief Executive Officer to complete an independent fee assessment from a third-party consultant and then fully execute Task Order #8 of the General Airport Consulting Engineering Services agreement with R.W. Armstrong & Associates, Inc., to include execution of all necessary documentation, to accomplish a Runway 10-28 Rehabilitation Design & Specification for the Long-Term Asphalt solution in an amount not to exceed \$112,834. Mr. Todd seconded the motion. A roll call vote followed: Mr. Daniel – aye, Dr. Brashear – aye, Mr. Todd – aye, Dr. Gallagher – aye, and Dr. Morris – aye. Motion passed 5-0.

Winston & Strawn LLP Contract

Mr. Crider reported that at the September 18, 2003 Authority meeting, the Board accepted Staff's ranking of the Statements of Qualifications, directed the Chief Executive Officer to negotiate a three-year Agreement for Federal Funding Advocacy services with Winston & Strawn, LLP, and to present said Agreement to the GACRAA Board for approval at its October meeting. Winston & Strawn's retainer fee for the first year of the agreement, October 1, 2003 – September 30, 2004, will be \$2,500 per month. For the following two years thereafter, one beginning October 1, 2004 and ending September 30, 2005, and the other beginning October 1, 2005 and ending September 30, 2006, respectively, the monthly retainer fee will be \$3,000. The Letter of Engagement also allows for reimbursement of expenses.

Mr. Crider reported that either party could terminate the agreement upon written notice to the other party.

Mr. Ben Morris, Attorney for the Authority, clarified the paragraph titled "Resolution of Potential Conflicts". He reported that the Authority would have the right to terminate the agreement or reassign specific issues to other firms in the event of conflicting representation by Winston & Strawn, LLP.

Mr. Daniel moved to direct the Chief Executive Officer to fully execute the Letter of Engagement formalizing the Agreement with Winston & Strawn LLP upon review and approval by the Attorney for the Authority. Mr. Todd seconded the motion. A roll call vote followed: Dr. Brashear – aye, Mr. Todd – aye, Dr. Gallagher – aye, Mr. Daniel – aye, and Dr. Morris – aye. Motion passed 5-0.

Schedule of Rates and Charges

Mr. Crider stated that the Authority approved a new Schedule of Rates and Charges at its last meeting. Staff recommends changes and/or additions of the following items:

- Short-Term – Revise hourly rate charges as shown

- Long-Term – Revise hourly rate charges as shown and provide free parking for the first (1st) thirty (30) minutes.
- Banner Towing Fee – Consider adding a fee
- Blimp Tie-down Fee – Consider adding a fee
- Resale of Unleaded Fuel – Consider a fee of \$0.15 over cost
- Non-Signatory Airline – Clarify Charter Passenger Terminal Use Fee description

The parking rates on the Schedule of Rates & Charges reflect the amounts being charged in the parking lots. The resale of unleaded fuel fee will apply to tenants who purchase gasoline for their ground support equipment; such customers would include Atlantic Southeast Airlines and University Air Center. Mr. Crider stated that staff would research a strategy to encourage fuel sales in lieu of Banner Towing Fees and Blimp Tie-down Fees.

Mr. Daniel moved to approve the proposed Schedule of Rates and Charges. Dr. Gallagher seconded the motion. Motion passed.

Information Items

Mr. Crider reported that Gulf Atlantic Airways would like to remove itself from the leasing arrangement for the Bi-Fold Door Hangar. Staff recommends drafting a lease with the current tenant of the hangar; the tenant is currently sub-leasing the hangar from Gulf Atlantic Airways.

Mr. Crider reported that Alachua County is considering keeping its Fairgrounds property, though is still reconsidering how it uses the property.

Mr. Crider reported that staff is monitoring the U.S. Customs landing rights issue at Ocala International Airport. The City of Ocala is reportedly concerned over the rising cost of maintaining a U.S. Customs agent at its airport.

Chair Morris reported that the ILS will be flight checked on October 30. Also, RVR equipment will be flight checked within the next few weeks.

Finance Report

Mr. Gordon Rowell, Finance Manager, provided a report of the GACRAA budget and actual revenues and expenditures through August 31, 2003. He stated that YTD revenue is approximately \$3.8 thousand under budget and the YTD expenses are approximately \$178.0 thousand under budget.

Mr. Rowell reported that advertising revenue is approximately \$10 thousand under budget; this revenue is derived from Interspace Advertising activities.

Mr. Crider noted that the Passenger Facility Charge Reimbursement typically runs two months in arrears and the actual amount shown YTD August is not representative of the amount earned on enplanements through August.

General Aviation Committee Report

In the absence of committee chair Jim Stringfellow, Mr. Crider provided the General Aviation Committee Report. He reported that the committee met on October 16, 2003.

Mr. Crider acknowledged the increase in General Aviation fuel flowage for the month of September 2003 versus September 2002. Contributing significantly to the increase is the fuel sold to the military.

Mr. Crider reported that the General Aviation Committee was not ready to recommend any hangar fee increases now.

Dr. Gallagher recommended that the General Aviation Committee work with staff to develop a plan for a future rental rate increase. He also recommended recruiting additional aviation businesses on the field to generate traffic.

Mr. Crider reported that the Committee recommends that GACRAA should continue to operate the Fuel Farm. Additionally, the Committee recommends rejecting the proposal submitted by University Air Center in response to RFP# 03-003 for Fuel Farm Management services.

Mr. Daniel moved to take the following actions as recommended by the Committee in its report of the October 16, 2003 meeting:

- ***To lease the Bi-Fold Door Hangar to the current tenant (take UAC out of the transaction);***
- ***To have GACRAA continue to operate the Fuel Farm;***
- ***To reject the proposal submitted by UAC in response to RFP # 03-003;***
- ***To table the rental rate increase for T-Hangars, Sunshades and Port-A-Port pads.***

Mr. Todd seconded the motion. The Authority did not vote on this motion. (Staff note: At the conclusion of the Air Service, Business Development and Marketing Committee report, it was recognized that the Authority had not voted on this motion. Since Dr. Brashear left the meeting while the Air Service, Business Development and Marketing Committee report was in progress, there was no longer a quorum available to take action on this motion.)

Mr. Mac McEachern, citizen, commented on the Bi-Fold Door Hangar. Also, he stated that the Gainesville Pilots Association is still interested in working with the General Aviation Committee in developing a plan for a future hangar rate increase.

Air Service, Business Development and Marketing Committee Report

In Mrs. Tubb's absence, Mr. Daniel provided the Air Service, Business Development and Marketing Committee Report. Mr. Daniel reported that the Committee met on October 21, 2003.

Mr. Daniel reported that Mr. Crider and Mrs. Tubb visited with Continental Airlines route planners in Houston on October 8. He stated that Continental Airlines discussed service to Houston in addition to Newark, NJ.

Mr. Crider reported that Continental Airlines will be acquiring new regional jet equipment which might be suitable for service in a market the size of Gainesville some time next year. He reported that a Continental facilities team would visit the airport within the next few weeks.

Mr. Daniel reported that a meeting with American Eagle was scheduled for October 28, 2003.

Mr. Daniel reported that Gulfstream Airlines was interested in providing service to South Florida; Gulfstream is a regional air service partner with Continental Airlines.

Mr. Daniel reported that US Airways had mentioned that it hopes to deploy a regional jet between Gainesville and Charlotte sometime next year.

Mr. Daniel reported that it was the consensus of the committee that the new service prospects would be ranked in the following order:

1. West Bound Hub (Houston or Dallas)
2. South Florida (Miami or Ft. Lauderdale) tied with New York (Newark, NJ)
3. Connection to Latin America

Dr. Morris stated that plans are in progress to solicit input regarding the travel needs of the community from local travel agents.

Mr. Daniel reported that a new Request for Proposals would be advertised to solicit proposals for a Food / Beverage / News & Gift Concession.

Mr. Todd stated that he ranked service to Miami as the top priority and warned of the potential negative impact that Continental service to Newark might have on US Airways service to the northeast.

Tenant Reports

Mr. Jay Curtis, UAC, reported that there are several new developments in the works at the FBO. He noted that an air carrier, indicating potential plans for service to Miami, called to inquire about fuel and aircraft maintenance rates.

Mr. Curtis reported that new outdoor signage was installed at UAC.

Mr. Curtis reported that UAC is negotiating to become a service center for Cirrus Aircraft.

Mr. Curtis reported that UAC is working on a degree program with Santa Fe Community College. Starting next fall, the college will offer a Professional Pilot Associate's degree; UAC will provide flight training and SFCC will provide ground school instruction.

Mr. Curtis reported that a contract was recently executed with a local bank to carry cargo among its locations in the state.

Other Items of Interest

Chair Morris noted that Mr. Brent Christensen, President and Chief Economic Development Officer of the Gainesville Area Chamber of Commerce, was present at the meeting and that Mr. Christensen will serve as an ex-officio member of the Authority.

Chair Morris suggested that Authority members participate in the community by forming a "speaker's

bureau”. He stated that he would provide additional information on this proposal in the near future.

Airport Authority Attendance – No Issues

Adjournment

There being no further business, Mr. Todd moved to adjourn. Mr. Daniel seconded the motion and the motion passed. The meeting adjourned at 6:25 p.m.

GACRAA Monthly Meeting

Jon Morris
Chair

Date

T. James Gallagher
Secretary/Treasurer

Date