

**GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY
MONTHLY MEETING
Meeting Highlights
Thursday, December 14, 2000
County Administration Building ~ Conference Room 209**

Call to Order by the Chairman

Chair Tubb called the meeting to order at 8:03 a.m.

Roll Call

Roll call was taken.

Members present at time of roll call: Roger Brower, Jim Gallagher, Mac McEachern, Charles Perry, Portia Taylor, Robert Todd, and Marilyn Tubb.

Members arriving after roll call: Richard Mulligan 8:07 a.m. and Patrick Bainter 8:09 a.m.

Determination of a Quorum

Quorum was met.

Approval of Meeting Highlights

The Airport Authority will review and approve the GACRAA monthly meeting highlights of November 9, 2000.

Recommendation: Motion to approve meeting highlights of the November 9, 2000 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 November 9, 2000 meeting, and authorize the Chair and Secretary/Treasurer to execute the documents on behalf of the Airport Authority. Dr. Taylor seconded. Motion carried 7-0.

Adoption of Agenda

Recommendation: Motion to adopt the agenda. Back-up materials for agenda item # 12, the December 12, 2000 Air Service, Advertising and Marketing Committee Meeting Highlights, were E-mailed to the full Authority on December 13, 2000 as well as a hard copy of the December 12th Meeting Highlights were distributed to each Authority member at the monthly meeting.

Dr. Taylor moved to approve the agenda. Mr. Brower seconded. Motion carried 7-0

Citizen Input - Non-Agenda Items

None

Consent Agenda

Recommendation: Motion to approve the Consent Agenda.

Lease Agreement – FAA Airways Facilities Sector Office

The FAA currently occupies 2,139 square feet of office/training and storage space in a one story building at 4790 N.E. 40th Terrace, which is located diagonally across the street from the General Aviation Terminal. The facility is occupied by the FAA technicians and support staff that maintain FAA’s navigational facilities located in North Central Florida. FAA has operated from this facility since March 1994. The proposed lease is for a 5-year term. Rental rates are \$11.00 square foot for the office/training space and \$4.00 square foot for storage space. The annual rent payment to GACRAA is \$22,185. Pursuant to the lease, the Airport is responsible for periodic painting and upkeep of the building and its operating systems. FAA is responsible for providing and funding for custodial, landscape, pest control and utility services.

Recommendation: Motion to approve the Lease between GACRAA and The United States of America (Lease No.: DTFA06-00-L-20378); 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 the approval by the Attorney for the Authority.

Dr. Taylor moved to approve the Consent Agenda. Mr. Brower seconded. Motion carried 7-0

Passenger Terminal Improvement Study

GACRAA has contracted with JRA Architects, Inc. to provide Schematic Design Services for the installation of loading bridges/canopies at the airline passenger terminal. The project consultant will review conceptual options with the Airport Authority. GACRAA will need to identify a preferred option prior to seeking FAA’s concurrence on the scope of the project.

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

Bobby Cresap and Jeff Cahill, JRA Architects, Inc., presented a slide presentation and distributed a handout (copy attached) detailing three (3) conceptual options for installation of loading bridges/canopies at the Gainesville Regional Airport.

Following is a synopsis of the terminal improvements evaluation criteria and JRA’s three (3) conceptual options for installation of the loading bridges/canopies:

Improvements Evaluation Criteria

1. Scheme should fit into master plan for expansion.
2. Should allow expansion with minimal remedial work.
3. Makes future phases less expensive.
4. Minimal interference with airport operation during construction/expansion.
5. Good circulation flow through terminal.
6. Addition departure lounge area.
7. Work within existing apron area/no apron expansion required.

8. Maintain view from restaurant.
9. Keep bag handling/tug routes direct.
10. (2) sided concourse more efficient.

OPTION "A"

POSITIVE	NEGATIVE
(2) bridges (2) commuter walkways (4) planes.	Improvements do not benefit future expansion.
Minimal construction required.	Improvements would need to be demolished for future expansion.
Minimal cost.	Costly for future expansion.
Tug traffic remains the same.	Limited number of planes.
Utilize existing terminal.	Commuter planes are too far from terminal to be efficient.

CONCEPTUAL COST PROJECTION FOR CONCEPT "A"

New Tug Road	7,500 GSF	X	\$5/SF	=	\$ 37,500
New Construction	1,000 GSF	X	\$250/SF	=	\$ 250,000
Renovations	3,128 GSF	X	\$80/SF	=	\$ 250,240
Loading Bridges	2	X	\$300,000	=	\$ 600,000
Extended Commuter Walkway	1	X	\$175,000	=	\$ 175,000
Commuter Walkway Extension	1	X	\$ 75,000	=	\$ 75,000
Sub-total					\$1,387,740
Contingency					\$ 208,161
Total Projected Concept Cost					<u>\$1,595,901</u>

OPTION "B"

POSITIVE	NEGATIVE
(2) bridges (2) commuter walkways (4) planes.	Cost will be more than option "A".
Allows for future expansions. (Max (5) planes w/phase 2).	Plane parking is not as efficient.
Uses existing traffic flow and holding areas of existing terminal.	Only one side of terminal has access by planes, not as efficient as option "C".
Utilize existing terminal with minor modifications.	Tug route would need to be modified and would be too long to be efficient.
Security remains at same location.	More square footage is necessary for the same number of planes in the other options.
	Can not expand beyond (4) positions with out great cost.
	Eliminates General Aviation Parking
	Additional cost to renovate/expand apron in phase 2.
	Long walking distance in phase 2.

CONCEPTUAL COST PROJECTION FOR CONCEPT “B”

New Tug Road	7,500 GSF	X	\$5/SF	=	\$ 37,500
New Construction	7,000 GSF	X	\$175/SF	=	\$1,225,000
Renovations	3,128 GSF	X	\$80/SF	=	\$ 250,240
Loading Bridges	2	X	\$300,000	=	\$ 600,000
Extended Commuter Walkway	1	X	\$175,000	=	\$ 175,000
Commuter Walkway Extension	1	X	\$ 75,000	=	<u>\$ 75,000</u>
Sub-total					\$2,362,740
Contingency					\$ 354,411
Total Projected Concept Cost					<u>\$2,717,151</u>

OPTION “C”

POSITIVE	NEGATIVE
(2) bridges (1) commuter walkway that serves (2) plane positions (4) planes.	Cost will be more than option “A”.
More efficient to expand in future (allows for (6) planes total with phase 2).	Minor renovations to existing terminal will be necessary to facilitate traffic flow and relocation of security
Logical Traffic flow from existing terminal to new terminal.	
Tug traffic remains the same.	
Utilize existing terminal.	
Utilizes both sides of new terminal, very efficient.	
Shorter walking distance in phase 2.	
Ability to consolidate security and eliminate existing revolving doors.	
Ability to access central exterior courtyard from all sides with out security problems.	

CONCEPTUAL COST PROJECTION FOR CONCEPT “C”

New Construction	9,125 GSF	X	\$175/SF	=	\$1,596,875
Renovations	5,000 GSF	X	\$80/SF	=	\$ 400,000

Loading Bridges	2	X	\$300,000	=	\$ 600,000
Sub-total					<u>\$2,596,875</u>
Contingency					\$ 389,531
Total Projected Concept Cost					<u>\$2,986,406</u>

Discussion ensued regarding the three proposed conceptual options.

The Director stated the proposed project has not been budgeted. Options for payment include: (1) grant funding [90% Federal Aviation Administration (FAA), 5% from DOT]; (2) continue the passenger facility charge currently in place; or (3) use of both grant funding and the PFC fees.

The Director stated that the FAA would like to know what the Authority's preferred concept is. The Director stated that the FAA currently does not support terminal expansion, but would probably support the loading bridge concept "A". The Director further stated that he would present JRA's analysis to the FAA, and elucidate that concept "A" would be investing wasted money, as the ramifications of the phase 1 expansion would be demolished to allow for future expansion. With options "B" or "C", more money is spent initially, but it would allow for terminal expansion in the future.

Mr. Hicks stated that JRA's conceptual concepts do not address various aircraft sizes such as the DC9, MD80, MD88 and MD90. Chair Tubb asked Mr. Cresap to include such information in future data.

Chair Tubb requested that an on-site visit be arranged, before making a final decision, to allow for the Authority and JRA to view the departure area together to get a better understanding of the three (3) conceptual concepts and how they relate. [Staff note: the on-site visit is scheduled for Tuesday, January 9, 2001 at 10:00 a.m.]

Aeroflite, Inc.

Aeroflite, Inc. located in Marion, Illinois, is proposing to operate a Federal Aviation Regulations Part 135 air taxi operation in the Gainesville/Ocala area. The Airport Authority has previously adopted Minimum Standards and Requirements for Aeronautical Activities at the Gainesville Regional Airport. Flightline Gainesville will review with GACRAA the "Minimum Standards" requirements and the options available for addressing this proposal.

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

Mr. Van Riper, Flightline Gainesville, stated Aeroflite, Inc., an Illinois based charter operation, initially plans to service Gainesville with a single aircraft. Mr. Van Riper stated Aeroflite's initial proposal does not meet GACRAA's Minimum Standards requirements. Mr. Van Riper stated that it is his understanding that Aeroflite has every intention of meeting the Minimum Standards, but would like consideration of a phased in time period to meet the full Minimum Standards while Aeroflite get its operations up and running.

Mr. Van Riper stated that once the University Athletic Association (UAA) moves from the WWII hangar over to its new hangar site, Flightline would then have available space to rent to Aeroflite. UAA is scheduled to move to their new hangar in February 2001.

Mr. Van Riper stated that Flightline's recommendation is to work with Aeroflite, as Flightline's goal is to grow general aviation at the airport, without unfairly impacting current tenants at the airport.

Mr. Van Riper stated the following options are available for consideration to accommodate Aeroflite:

1. Negotiate a lease agreement that allows Aeroflite to phase in their operations in a set time frame to meet the Minimum Standards requirements, taking into consideration Flightline's current lack of hangar facility space.
2. Aeroflite meets the full Minimum Standards (one (1) acre requirement) as an Air Charter Operator.
3. Aeroflite meets the minimums as a subtenant (750 sq. ft. of office space) as required by the Minimum Standards.
4. Amend the Minimum Standards to modify the minimum equipment, facilities, or other requirements for Air Charter Operations.

Mr. Van Riper stated that another option open to Aeroflite is to base themselves at another airport and pay a \$12 landing fee each time they land at GNV to pick up charter passengers.

Jay Sala, Aeroflite, Inc., stated that Aeroflite with its main operations based out of Illinois, would like to create a satellite operation in Gainesville. Mr. Sala stated that Aeroflite is not looking to change the Minimum Standards, intends to meet the Minimum Standards, but would like a period of time to meet the Minimum Standards. Mr. Sala stated he would like to see this completed within a two-year time frame.

The Director of Aviation stated the purpose for Minimum Standards is to have an equal level playing field amongst the airport tenants and new entrants.

Jay Curtis, Gulf Atlantic Airways, stated that he welcomes competition on the airfield, as long as there is a level playing field.

Mr. Bainter moved to refer this issue to the Minimum Standards Committee for an expedited review and to work with Mr. Sala. Mr. Perry seconded.

Further discussion ensued regarding the Minimum Standards.

Carolyn Bomberger, Aeroflite, Inc., stated that Aeroflite, Inc. is not looking to lower the Minimum Standards, but is requesting time to meet the Minimum Standard requirements, and that would require an amendment to the Minimum Standards.

Chair Tubb moved to vote on Mr. Bainter's motion to refer this issue to the Minimum Standards Committee. Motion carried 9-0

Personnel Policies & Salary Compensation Ad Hoc Committee Meeting

The Personnel Policies & Salary Compensation Ad Hoc Committee met on November 30, 2000 and December 8, 2000. Chair Taylor will brief the Airport Authority on the Committee meetings related to the performance evaluation of the Director of Aviation for FY 99-00.

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

Committee Chair Taylor reviewed the criteria and results submitted by eight (8) of the Authority members relating to the Director's FY 99-00 performance evaluation. Ms. Taylor referred the Authority to the December 8th Committee Meeting Highlights for review of written comments regarding the evaluation.

Following is a synopsis of the evaluation criteria and its average:

<u>Criteria</u>	<u>Collective Average</u>
Administration	3.125
Planning/Organizing	3.500
Directing/Leadership	3.286
Fiscal Responsibility	3.875
Initiative/Accountability	3.625
Innovation/Managing Change	3.000
Judgment/Problem Solving/Conflict Resolution	2.625
Interpersonal Skills	3.000
Employee Development	3.000
Communication	3.625

Level of Performance Numerical ratings:

Excellent:	5	
Above Average:	4	
Average/Acceptable:	3	(Total Collective Average 3.216)
Below Average:	2	
Poor:	1	
Unacceptable:	0	

Dr. Taylor moved to approve the Director's evaluation for FY 99-00, with an average acceptable range of 3.216. Mr. Brower seconded. Motion carried 9-0

Committee Chair Taylor asked the Authority to submit to her, before the next Authority meeting, the specific criteria and information that the Authority would like to see included in the Director's next evaluation process. Ms. Taylor stated that the Personnel Policies and Salary

Compensation Ad Hoc Committee would then reconvene to discuss the submitted data for the Director's next evaluation.

Ms. Taylor recommended that the Director's next evaluation period begin once an acceptable evaluation document has been finalized and approved by the Authority.

Budget Review Committee Meeting

The Budget Review Committee met on December 6, 2000. Chair Brower will brief the Airport Authority on the Committee meeting.

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

Committee Chair Brower stated that the Committee met to discuss a course of action to assist Authority members in staying abreast of airport projects and to help keep those projects appropriately prioritized.

Committee Chair Brower moved to have staff provide to the full Authority, at each monthly meeting, the Capital Projects Analysis; have the Director provide to the full Authority the necessary information on the JACIP; and to have the Chair refer the JACIP projects list to the General Aviation Projects Committee and instruct the Committee to review and prioritize the JACIP list and bring a recommendation back to the full Authority at its next appointed meeting; and encourage all the Authority members to attend the meeting to provide as much input as possible. Dr. Taylor seconded. Motion carried 9-0

Air Service, Advertising, and Marketing Committee Meeting

The Air Service, Advertising, and Marketing Committee met on December 12, 2000. Chair Tubb will brief the Airport Authority on the Committee meeting.

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

Chair Tubb stated the Committee is diligently working on such projects as: a new airport logo; the website; having the Marketing Director meet with private organizations and travel agents to identify air travel expenditures; the successful implementation of the Interspace Airport Advertising program; and investigating the possibility of publicizing the Airport's FIDS information, promotion of the general airline schedule, and GNV's Website on Cox cable.

Chair Tubb further stated that the Florida Museum of Natural History's "Prehistoric Florida Jaws" exhibit would be on display at the Airport beginning December 22, 2000.

Mr. Bainter stated he attended a Small Aircraft Transportations System (SATS) meeting and was amazed at the representation and scope of what the committee is doing. Mr. Bainter said that the SATS Committee is represented by the FAA and FDOT and stated that it was encouraging to see that the FDOT embrace SATS as a matter of policy. Mr. Bainter further stated that the SATS application information would be forthcoming in the near future, and strongly recommended that

the Authority work closely with the Director of Aviation and the Director of Marketing in strengthening the community support for the SATS Program, as the airport selection process would begin in February or March.

Chair Tubb – Items for Discussion

GACRAA’s use of E-mail

The Director stated that he has requested that Stafford Jones, the Airport’s communications consultant, attend the next Air Service, Advertising and Marketing Committee meeting to discuss the logistics of the proposed GACRAA E-mail program and to ensure that the Airport is utilizing the most effective system.

Public broadcast of GACRAA’s monthly meetings

Chair Tubb stated that the City Manager, County Manager, and the Director of Aviation are receptive to having the GACRAA meetings televised. Chair Tubb further stated that there would be no charge involved to the Authority if the meetings were televised from the County Administration Building.

Dr. Gallagher moved to have the Authority meetings televised. Mr. McEachern seconded the motion.

Discussion ensued regarding the validity of televising the Authority’s monthly meetings and having the Agenda and Highlights updated on the website.

Mr. McEachern requested a roll call vote on Dr. Gallagher’s motion. Mr. Bainter, aye; Mr. Brower, aye; Dr. Gallagher, aye; Mr. McEachern, aye; Mr. Mulligan, aye; Mr. Perry, nay; Dr. Taylor, nay; Mr. Todd, nay, and Ms. Tubb, aye. Motion carries 6-3 [Staff note: Televised GACRAA meetings will commence on January 11, 2001. Airport will be responsible for equipment operator expenses –approximately \$40.00 per meeting.]

GACRAA meeting agenda format

Mr. Stanley reviewed the Hillsborough County Airport Authority’s agenda format.

Chair Tubb stated that Mr. Bainter, Mr. McEachern, and she attended the Hillsborough County Airport Authority’s December meeting and all were impressed with their agenda format.

Chair Tubb requested that the Director work towards achieving a similar agenda format as that of the Hillsborough County Airport Authority’s agenda.

Discussion ensued regarding the formatting of the agenda.

Mr. Bainter suggested that there be a cut off point on submitted agenda material. Mr. Bainter further suggested that Authority members contact the Director before the monthly meeting on any pertinent questions they have regarding agenda items to help expedite the pace of the

monthly meeting.

Re-staffing of GACRAA's Committees

Chair Tubb stated that she revised the Committee list to comply with GACRAA's By-Laws (copy attached).

Chair Tubb also distributed a copy GACRAA's monthly meeting schedule for the next six months (copy attached).

Information Items

Air Service Marketing

Passenger traffic during November 2000 decreased 12.9% (-3,595 passenger trips) versus November 1999.

Year-to-date traffic is down 5.6% (-15,737 passenger trips) compared the same period in CY99.

The Director stated US Airways is exchanging its regional carrier to Piedmont Airlines. The Director stated that CCAir would continue to operate the ticket counter throughout the first quarter. [Piedmont Airlines, d/b/a US Airways Express, flights commence on January 5, 2001.]

Recondition Baggage Conveyor

Stearns Airport Equipment Co., on November 15, 2000, completed the reconditioning of the original (1979) bag belt in the baggage claim area.

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

As of December 1, 2000, the project is 72% completed for the parking lots and 39% completed for the General Aviation Terminal.

The Director stated the target completion date is April 6, 2001.

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

A pre-bid meeting was held at Flightline Gainesville on November 20, 2000 at 10:00 a.m. Bid submittals are due on December 13, 2000 at 3:00 p.m.

The Director stated that four (4) bids were received. HTA will analyze the bids and provide a recommendation to the Authority at its next appointed meeting.

Budget Report

Staff report for the period October 1-31, 2000 has not been completed due to staff involvement in preparing for the FY 99-00 audit by the Authority's external auditors. Preliminary unaudited results for FY 99-00 indicate the Airport ended the fiscal year with an operating surplus, excluding depreciation and land sales.

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

Florida Museum of Natural History

The Museum's exhibit "Prehistoric Florida Jaws" will be on display in the Passenger Terminal starting on December 27th. The fossil shark case will be displayed in the ticketing area adjacent to the east wall of the building.

AVCON, Inc. – Airfield Lighting Project

On December 6th, a pre-design conference was held with airport staff, project consultant, and FAA personnel in attendance. Project schedule anticipates completing design and bidding phases during the Spring 2001, with construction activities commencing by mid-year.

TARDIS INSTALLATION

The Director stated FAA has rescheduled its site visit for January 4th – 5th. The TARDIS commissioning is scheduled for March/April 2001 time frame.

FAA VORTAC

The Director stated that the FAA will not meet its targeted March 2001 commissioning time frame as the FAA is still working on the Phase 1 power to Phase 3 power conversion.

Citizen Input: Non-Agenda Items

Howard Douglas, Vertical Solutions, stated he is working with Verizon Wireless to replace an existing tower. Mr. Douglas distributed a handout (copy attached) providing the tower details. Mr. Douglas stated that on January 4, 2001, the Board of Adjustments would review Verizon Wireless' request for a height variance allowance. Mr. Douglas stated that the Board of Adjustments would like the Director and Authority's approval of this request.

Mr. McEachern moved to refer this issue to the Tower Review and Safety Committee. Dr. Taylor seconded. Motion carried 9-0

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

None

Airport Authority Input

Airport Authority Attendance

Adjournment

There being no further business, the Airport Authority meeting of December 14, 2000 was adjourned at 10:30 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: _____