



Meeting Minutes

City of Gainesville
Airport Advisory Board Meeting
Airport Conference Room
Monday, May 17, 2004
5:15 PM

Members Present: Carroll Johnson, Richard Lira, Mike McKenzie, Nancy Brannon, Earl Russell and Earl Clement

Members Absent: Ginger Herrmann

Staff Present: Matt Quick

Visitors Present: Mr. Bob Jutton, Councilman Jim King

The **first item of business** was calling the meeting to order at 5:15pm by Mike McKenzie

The **second item of business** was discussion and action on meeting minutes from April 12, 2004. Nancy Brannon noted the minutes reflected her voting on action items at the previous meeting. She stated the Chairman should not be included when voting, and requested her name be removed from said items in view of the fact she presided over the meeting in Mike McKenzie's absence. A change in the minutes from the April 12, 2004 Board meeting needed to be made to reflect her request. A motion was made to approve the minutes with changes noted by Richard Lira, with a second made by Earl Clement. Ayes: Clement, Johnson, Brannon, Lira. Nays: None. Absent: Herrmann, Russell.

The **third item of business** was citizen/tenant comments. None were given.

The **fourth item of business** was an update given by Mr. Bob Jutton of GRW Willis, Inc., regarding the current Capital Improvement Project. Mr. Jutton informed the Board construction is progressing well. A few problems have come to light regarding proper drainage adjacent to the runway and taxiway extension on the North end area of the airport, due to recent heavy rains. This has created a definite impact on the project completion date. Mr. Jutton does not anticipate pouring asphalt for the runway and taxiway extension before the Antique Airplane Association Fly-In in June. The electrical work included in the project is estimated to be 90% complete, and the security fence installation will be 100% complete when all gates are installed. The Airport is anticipating delivery of an electrical vault housing facility within the next two weeks. The Airport Director questioned Mr. Jutton regarding loss of runway lighting at any given point and time during installation of the new facility, and moving the vault. Mr. Jutton stated if the electricians perceive it will take longer than 24 hours to complete, a temporary regulator will be brought in to provide adequate lighting. He educated the Board regarding the key pads for future Airport access gates. Overall, Mr. Jutton is pleased with the project and expects a mid-July completion date, placing the project approximately 1 month behind original schedule.

The **fifth item of business** was discussion and update on the Gainesville Municipal Airport Master Planning process. The Airport Director informed the Board of proposal submittal by seven firms, for the Airport Master Plan. The Selection Committee has short-listed two firms for interview, Coffman Associates and GRW Willis, Inc. Interviews will be conducted on Wednesday, May 19, at the Airport Terminal Building. The Airport Director stated a selection will be made the same day. TXDOT Aviation will then negotiate a contract with the chosen consultant. A kickoff meeting for the Airport Master Plan is tentatively set for the end of June.

The **sixth item of business** was discussion and action on a Concessionaire Agreement between Enterprise Rent A Car and the Gainesville Municipal Airport. The Airport Director informed the Board of recent dealings with Enterprise. In the past Enterprise has failed to deliver vehicles on time, failed to have the requested type of vehicle available, and asked to be notified by phone when passengers arrive in order for them to arrange pick up and return to their office to do paperwork before releasing the vehicle. As a result we have been unable to provide customer friendly service for pilots and passengers. In order to avoid these delays, the Gainesville Municipal Airport would like to enter into a Concessionaire Agreement with Enterprise, allowing them to deliver vehicles to the Airport prior to customer arrival. The Airport Staff would then be able to initiate the paperwork, and the customer would have access to the vehicle without delay. With a Concessionaire Agreement, the Airport will accept liability for the vehicle while on Airport property, from delivery, to customer possession. The Airport Director added, under these circumstances, the City's insurance carrier will provide coverage. The City Attorney, insurance provider and Enterprise are currently working together to reach an understanding regarding specific wording within the Agreement. A motion was made by Carroll Johnson to approve the Concessionaire Agreement between the Gainesville Municipal Airport and Enterprise Rent A Car and forwarded to City Council for final approval. A second was made by Nancy Brannon. Ayes: Clement, Johnson, Russell, Lira, Brannon. Nays: None. Absent: Herrmann.

The **seventh item of business** was Airport Director reports. The Airport Director stated April fuel sales totaled 19,092.79 gallons, bringing the combined fiscal year totals to 137,746.69 gallons. These totals are approximately 39,000 less than last year at this time. He attributes poor weather and current construction to the decline in sales. The Airport Director gave an update regarding the new Ground Communications Outlet, explaining that it allows pilots to communicate with ATC and obtain flight clearance through radio communication while on the ground. He brought to attention upcoming Airport events, including the Open House to be held by Tomlinson Avionics on May 22 and also the 42nd Annual Antique Airplane Association Fly-In June 11-13. In conclusion, he stated he had been approached by a gentleman regarding an aerobatic box for the Airport. The Board will receive an update after more review.

The **eighth item of business** was Board member comments. Carroll Johnson expressed his concern regarding the condition of Airport ground maintenance equipment. The concern is the inability to maintain the Airport grounds as growth occurs with the aged, deteriorated equipment currently being used. Board members expressed interest in adding this item to the agenda for the June meeting for further discussion. Earl Clement stated his interest in setting up future meetings with North Central Texas College regarding airport related avionics and maintenance classes. The Board agreed they would like to explore the matter further.

The **ninth item of business** was a motion to adjourn made by Nancy Brannon, with a second made by Richard Lira. Ayes: Clement, Johnson, Lira, Brannon. Nays: None. Absent: Russell, Herrmann.

Meeting was adjourned at 6:27pm.