

**Grand Junction Regional Airport Authority**



**Date: January 21, 2025**

**Location:**

GRAND JUNCTION REGIONAL AIRPORT  
2828 WALKER FIELD DRIVE  
GRAND JUNCTION, CO 81506  
AIRPORT TERMINAL - 3rd FLOOR CONFERENCE ROOM

**or**

Electronic Meeting

Link: <https://us02web.zoom.us/j/84863953930?pwd=melCJvyhuqTwKMb8jb2dL43E0ONhgz.1>

Time: 11:30 AM

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**REGULAR MEETING AGENDA**

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- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Commissioner Comments**
- V. Citizens Comments**

The Grand Junction Regional Airport Authority welcomes respectful public comments at its meetings. The Citizens Comment section is open to all individuals that would like to comment. If you wish to speak under the Citizens Comment portion of the agenda, please e-mail your comment to the Board Clerk ([boardclerk@gjairport.com](mailto:boardclerk@gjairport.com)) 15 minutes prior to the meeting. Comments not related to specific agenda items will be addressed during the citizen comment section of the agenda. Citizen comments related to a specific action item will be addressed during the discussion of that action item. The Board Chair will indicate when you may come forward and comment. Please state your name for the record. Presentations are limited to **three minutes** and yielding time to others is not permitted. Speakers are to address the Chair, not each other or the audience, and are expected to conduct themselves in an appropriate manner. The use of abusive or profane language shall not be allowed. No debate or argument between speakers and/or members of the audience shall be permitted.

**VI. Consent Agenda**

- A. [December 10, 2024 Meeting Minutes](#) 1
  - Approve the December 10, 2024 Board Meeting Minutes.

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**January 21, 2025**

- B. [Employee Handbook Amendment](#) 2
  - Approval of amendment to the Airport Employee Handbook updating the use of Paid Time Off, Paid Sick Leave, Bereavement, and Dental and Vision Insurance Benefit Descriptions to reflect current practices.
- C. [Consent to Lease Assignment –GMF Investments, LLC and Obviously Adrain Aviation, LLC](#) 3
  - Consent to assignment of Ground Lease from GMF Investments, LLC and Obviously Adrain Aviation, LLC, and authorize the Executive Director to consent to the assignment.

**VII. Action**

- A. [Reappoint the At-Large Commissioner](#) 4
  - Reappoint the At-Large Commissioner candidate to be recommended to the Mesa County Commissioners and the Grand Junction City Council for approval in accordance with the Authority’s Bylaws.
- B. [Resolution No. 2025-01 – Designating the Location for the Posting of Notice of Meetings for 2025](#) 5
  - Adopt Resolution No. 2025-01 Designating the Location for the Posting of the Notice of Meetings.
- C. [2025 Officer and Committee Appointments](#) 6
  - Approval of 2025 Officer and Committee Appointments.
- D. [FAA Reimbursable Agreement for Permanent Navigational Aid Design and Construction associated with the Runway 12/30 Relocation Project](#) 7
  - Approve Agreement AJW-FN-WSA-25-NM-007049 in the amount of \$197,810.54 with the FAA for design support related to NAVAID facilities and supporting infrastructure for Runway 12/30 and authorize the Executive Director to sign the Agreement.

**VIII. Discussion**

- A. 2025 Airport Goals

**IX. Staff Reports**

- A. Executive Director Report (Angela Padalecki)
- B. [Finance and Activity Report \(Jennifer Kroecker\)](#) 8
- C. CIP Update – Colin Bible

**X. Any other business which may come before the Board**

**XI. Adjournment**




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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
 Meeting Minutes  
 December 10, 2024

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**REGULAR BOARD MEETING**

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**I. Call to Order**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 11:30 AM on December 10, 2024, in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted in the 3<sup>rd</sup> floor conference room as well as electronically.

<p><b><u>Commissioners Present:</u></b>          Tom Benton (Chairman)          Linde Marshall (Vice Chair)          Lee Kleinman          Cody Kennedy          Thaddeus Shrader</p> <p><b><u>Airport Staff:</u></b>          Angela Padalecki (Executive Director)          Dan Reimer (Counsel)          Cameron Reece (Clerk)          Kristina Warren          Travis Portenier          Victoria Hightower          Jennifer Kroeker          Dylan Heberlein</p>	<p><b><u>Guests:</u></b>          Jeremy Lee, Mead and Hunt          Jen Boehm, Mead and Hunt          Austin Rankin, Mead and Hunt          Ryan Springer, Sequent          Becca Faull, Gensler          Rebekah Wagoner, Gensler          Gavin Duncan, InterVISTAS          Colin Bible, Garver          Dan, Daily Sentinel          Harrison Earl, CMT</p>
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**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Commissioner Shrader made a motion to approve the December 10, 2024, Board Agenda. Commissioner Kennedy seconded the motion. Voice Vote: All Ayes; motion carries.*

#### **IV. Commissioner Comments**

*Commissioner Marshall and Benton thanked staff for a successful Delta Inaugural flight. Commissioner Benton recognized Human Resource Manager, Victoria Hightower for her 10 years of service.*

#### **V. Citizen Comments**

*No Citizen Comments were made.*

#### **VI. Consent Agenda**

##### **A. November 12, 2024 Meeting Minutes**

Approve the November 12, 2024 Board Meeting Minutes.

*Commissioner Kleinman made a motion to approve the Consent Agenda. Commissioner Marshall seconded the motion. Voice Vote: All Ayes; motion carries.*

#### **VII. Action**

##### **A. Letter Concerning Credit Card Competition Act**

Approve letter opposing federal legislation jeopardizing credit card rewards programs.

*Commissioner Kleinman made a motion to approve the Letter Concerning Credit Card Competition Act and approve a letter opposing federal legislation jeopardizing credit card rewards programs. Commissioner Kennedy seconded the motion. Voice Vote: four Ayes; one nay; motion carries.*

##### **B. Resolution No. 2024-07 to Adopt Air Service Incentive Program**

Adopt Resolution No. 2024-07 to adopt the Air Service Incentive Program

*Commissioner Kleinman made a motion to adopt Resolution No. 2024-07 to adopt the Air Service Incentive Program. Commissioner Kennedy seconded the motion. Roll Call Vote: Commissioner Shrader, yes; Commissioner Kennedy, yes; Commissioner Benton, yes; Commissioner Marshall, yes; and Commissioner Kleinman, yes; The motion carries.*

##### **C. Resolution No. 2024-08: Rates and Charges**

Adopt Resolution No. 2024-08: Rates and Charges, effective January 1, 2025

*Commissioner Marshall made a motion to adopt Resolution No. 2024-08 to adopt Rates and Charges, effective January 1, 2025. Commissioner Shrader seconded the motion. Roll Call Vote: Commissioner Shrader, yes; Commissioner Kennedy, yes; Commissioner Benton, yes; Commissioner Marshall, yes; and Commissioner Kleinman, yes; The motion carries.*

**D. Resolution No. 2024-09: Delegation of Authority**

Adopt Resolution No. 2024-09: Resolution of the Board of Commissioners regarding delegation of authority

*Commissioner Shrader made a motion to adopt Resolution No. 2024-09 to adopt resolution of the Board of Commissioners regarding delegation of authority. Commissioner Kennedy seconded the motion. Roll Call Vote: Commissioner Shrader, yes; Commissioner Kennedy, yes; Commissioner Benton, yes; Commissioner Marshall, yes; and Commissioner Kleinman, yes; The motion carries.*

**E. 2025 Grant Applications**

Approve the four 2025 Airport Improvement Program grant applications for the Runway 12-30 replacement program and authorize the Executive Director to sign and submit the applications to the Federal Aviation Administration (FAA).

*Commissioner Kennedy made a motion to Approve the four 2025 Airport Improvement Program grant applications for the Runway 12-30 replacement program and authorize the Executive Director to sign and submit the applications to the Federal Aviation Administration (FAA). Commissioner Marshall seconded the motion. Voice Vote: All Ayes; motion carries.*

**F. Garver Task Order No. 4 for Parking Lot Improvement Design**

Approve Garver Task Order No. 04 in the amount of \$260,800 to design and provide bid support services for landside parking lot improvements and authorize the Executive Director to sign the task order

*Commissioner Marshall made a motion to approve Garver Task Order No. 04 in the amount of \$260,800 to design and provide bid support services for landside parking lot improvements and authorize the Executive Director to sign the task order. Commissioner Kleinman seconded the motion. Voice Vote: All Ayes; motion carries.*

**VIII. Discussion**

- A. 2025 Officer & Committee Appointments
- B. 2025 Draft Board Meeting Calendar
- C. 2024 Goal Performance

**IX. Staff Reports**

- A. Executive Director Report (Angela Padalecki)
- B. Finance and Activity Report (Jennifer Kroeker)
- C. Capital Improvement Plan Update (Colin Bible)

**X. Any other business which may come before the Board**

**XI. Adjournment**

The meeting adjourned at approximately 1:12pm

*Audio recording of the complete meeting can be found at  
[https://qjairport.com/Board\\_Meetings](https://qjairport.com/Board_Meetings)*

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Tom Benton, Board Chairman

**ATTEST:**

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Cameron Reece, Clerk to the Board

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPICS:	Employee Handbook Update
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of amendment to the Airport Employee Handbook updating the use of Paid Time Off, Paid Sick Leave, Bereavement, and Dental and Vision Insurance Benefit Descriptions to reflect current practices.
SUMMARY:	<p>Staff recommend that the Board approve the following updates to the Employee Handbook, including:</p> <ul style="list-style-type: none"><li>• Equal Pay Policy – Job posting and selection requirements.</li><li>• Policy against Unlawful Harassment, Discrimination, and retaliation – Updated in compliance with the Colorado Protecting Opportunities and Workers’ Rights (POWR) Act.</li><li>• Updated harassment reporting procedures to either Executive Director or HR for required repository accuracy.</li><li>• Adding three reasons to use sick leave in accordance with the Healthy Families Workplace Act (HFWA).</li><li>• Added National Guard Leave Policy</li><li>• Updated Workers’ Compensation Policy in compliance with Workers’ Compensation Act.</li></ul> <p>These revisions are necessary to ensure that the handbook is fully aligned with changes in employment laws and regulations.</p>
REVIEWED BY:	HR Legal Counsel - Michael Santo & Executive Director
FISCAL IMPACT:	None
ATTACHMENTS:	Revised Employee Handbook
STAFF CONTACTS:	Victoria Hightower HR Manager Email: <a href="mailto:vhightower@gairport.com">vhightower@gairport.com</a> Office: (970) 248-8593

# EMPLOYEE HANDBOOK



**Adopted: May 20, 2015**  
**Revised: November 2022**  
**Revised: June 2024**

**Revised : January 2025**



# EMPLOYEE HANDBOOK

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## IMPORTANT NOTICE

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This handbook is designed to acquaint you with the Grand Junction Regional Airport Authority (the “Airport”) and to give you a reference to answer many of your questions regarding your employment with us.

The contents of this handbook, however, constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This handbook should not be construed as creating any kind of “employment contract.” The Airport has the ability to prospectively add, change, delete or modify, policies, benefits, wages, and all other working conditions as it deems appropriate without obtaining another person’s consent or agreement.

NOTHING IN THIS HANDBOOK OR ANY OTHER POLICY, PROCEDURE, PRACTICE, OR BENEFIT IS INTENDED TO CREATE AN EXPRESS OR IMPLIED CONTRACT, GUARANTEE, PROMISE, OR COVENANT OF ANY KIND. EMPLOYMENT WITH THE GRAND JUNCTION REGIONAL AIRPORT AUTHORITY IS AT WILL, MEANING IT MAY BE TERMINATED BY THE EMPLOYEE OR THE GRAND JUNCTION REGIONAL AIRPORT AUTHORITY AT ANY TIME WITHOUT NOTICE, CAUSE, OR ANY SPECIFIC DISCIPLINARY PROCEDURES.

Because the Airport is a growing, changing organization, the Airport reserves the right to add to, modify, or delete provisions of this Handbook or any other policy, procedure, practice, or benefit at any time without advance notice. For this reason, employees should check with Human Resources to obtain current information regarding the status of any policy, procedure, or practice.

No one other than the Airport Authority Board of Commissioners has the authority to alter the at-will relationship, to enter into an employment agreement, or to make any agreement contrary to this Handbook or Airport policy. Any such agreement must be in writing and signed by the Airport Authority Board of Commissioners Chairman. Your status as an “at-will” employee may not be changed except in writing signed by you and the Chairman of the Grand Junction Regional Airport Authority. This handbook shall supersede all prior handbooks, written documents, or oral representations that contradict the at-will nature of your employment.

# About the Grand Junction Regional Airport

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## History

The Airport opened in 1930 as Grand Junction Municipal Airport. In 1942 it was renamed Walker Field for Walter Walker, a former publisher of The Daily Sentinel newspaper who obtained funds and business support for the Airport. On May 15, 2007, the Airport was renamed Grand Junction Regional Airport.

The Airport covers 2,357 acres at an elevation of 4,858 feet. The Airport has two asphalt runways: runway 11/29 is 10,501 by 150 feet and runway 4/22 is 5,502 by 75 feet.

The first airliners into the Airport were Monarch Douglas DC-3s in 1946-47. Until the 1980's Grand Junction Regional Airport was the only Colorado airport west of Denver to offer jet service.

## Mission

Provide safe, reliable, and sustainable aviation facilities to promote economic growth and a high quality of life in the region.

## Vision

Enable vibrant regional growth and make western Colorado accessible to the world.

## Core Values

- Service: We work hard with a positive attitude, honored and eager to serve our communities and our guests.
- Integrity: We are transparent, honest, admit mistakes, and keep the long-term interest of the airport at the forefront.
- Teamwork: Through efficient, respectful collaboration we work together to get results. We trust one another, are accountable for our actions, and communicate openly.
- Balance: We are dedicated to our work and honor our personal lives to optimize productivity and have fun.
- Ambition: We set and achieve big goals, we challenge the status quo, and we strive to improve every day.

## Let's Communicate

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## **Employee Relations Philosophy**

The Airport is dedicated to continuing what we believe to be an excellent employee relations program. The Airport will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement. The Airport will continue to look to you for ideas about how to improve all areas of our business -- in areas like customer service, safety, efficiency, and employee relations.

## **If You Have a Problem**

If you have any questions concerning your job or this handbook, or if you encounter any work-related problems, we encourage you to discuss your questions or problems with us. We cannot address any of your questions, concerns, or problems unless we know about them.

If you have a problem, except those covered by the Airport's EEO policy, which has a separate complaint procedure (see page 4), please talk with your immediate supervisor as soon as possible. Your immediate supervisor is the person responsible for what goes on in your immediate work area and may be in the best position to help you.

If you prefer not to speak with your immediate supervisor or if you feel your immediate supervisor cannot or has not satisfactorily resolved the problem, contact Human Resources. If you have a complaint of harassment, discrimination, retaliation, or request for accommodation, please refer to the Equal Employment Opportunity Policy, the Policy Against Harassment, or speak directly to Human Resources. If you still feel the need to speak to other members of management, we encourage you to contact the Executive Director, or the Airport Authority Board Chairman.

All Airport staff are responsible for the prevention and detection of fraud, misappropriations, and other inappropriate conduct. Reporting options are as follows: (1) to Legal Counsel via the Ethics/Fraud Hotline at 1-844-GO-ETHIC (1-844-463-8442) or (2) via written or verbal notice to your supervisor or the Executive Director.

The Airport takes concerns and problems that are brought to its attention seriously. We will work to address your concern or resolve your problem as soon as possible under the circumstances. You are encouraged to utilize this procedure without fear of reprisal.

## **Fraud Prevention and Whistleblower Protection**

The Grand Junction Regional Airport Authority is committed to the highest standards of moral and ethical behavior by its employees and Board Members. The Airport has established a policy to discourage and prevent dishonest acts and/or fraudulent activity, and to advise employees and Board Members of their responsibility to report suspected fraudulent activity.

Please refer the Policy for more detailed information. As part of its Fraud Prevention and Whistleblower Protection Policy, employees may make complaints to the Airport's Whistleblower

Hotline. The telephone number for the Whistleblower Hotline is posted in employee break areas, and employees may leave concerns or complaints on an anonymous basis.

**Ethics/Fraud Hotline at 1-844-GO-ETHIC (1-844-463-8442)**

## **What You Can Expect from Us**

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### **Orientation**

Following your acceptance of employment, your assigned supervisor will discuss job duties and responsibilities, and you may be issued personal protective equipment. A copy of this Handbook will be available for you to read, review, and keep.

After reviewing the Handbook, you must sign the acknowledgement form at the end of the Handbook indicating your understanding of the information contained in the Handbook. This Statement will then be signed by your supervisor and returned to Human Resources. This signed acknowledgement form will become part of your personnel file.

### **Equal Employment Opportunity**

The Airport is committed to providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to disability, race, creed, color, marital status, sex, sexual orientation, gender identity or expression, hair, religion, age, national origin, ancestry, military or veteran status, health conditions related to pregnancy or the physical recovery from childbirth, genetic information, or any other protected status in accordance with all applicable federal, state, and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

### **Equal Pay Policy**

The Airport will not unlawfully discriminate between Employees on the basis of sex, sexual orientation, gender identity, or gender expression (hereinafter collectively referred to as “sex”), including by paying an Employee of one sex a wage rate less than the rate paid to an Employee of a different sex for substantially similar work, except where the wage differential is based on a seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training, or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed. Accordingly, if you believe that your



compensation does not comply with this requirement, please contact Human Resources. Further, the Airport will not seek the wage rate history of a prospective Employee or require disclosure of wage rate or prior benefit information as a condition of employment; rely on a prior wage rate to determine a wage rate; discriminate or retaliate against a prospective Employee for failing to disclose the Employee's wage rate history; discharge or retaliate against an Employee for actions by an Employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an Employee for inquiring about, disclosing, or discussing the Employee's wage rate.

Posting Prior to Selection for a Job Opening. The Airport also identifies that it will announce to all Airport Employees each job opportunity on the same calendar day and prior to the date on which the Airport makes a selection decision. Such posting shall include:

- a. The hourly or salary compensation or the range of the hourly or salary compensation;
- b. A general description of benefits and other compensation applicable to the job opportunity; and
- c. The date the application window is anticipated to close.

Posting After a Selection for a Job Opening. The Airport will also make reasonable efforts to announce, post, or otherwise make known, within thirty (30) calendar days after a candidate who is selected to fill a job opportunity begins working in the position the following information to those the Airport intends the selected candidate to work with regularly:

- a. The name of the candidate selected for the job opportunity;
- b. The selected candidate's former job title if selected while already employed by the Airport;
- c. The selected candidate's new job title; and
- d. Information regarding how employees may demonstrate interest in similar job opportunities in the future, including identifying individuals or departments to whom the employees can express interest in similar job opportunities.

## **Requests for Accommodation**

The Grand Junction Regional Airport is also committed to complying with the laws protecting qualified individuals with disabilities. The Airport will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the Airport and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job, you must notify Human Resources. Once the Airport is aware of the need for an accommodation, we will engage in an interactive process to identify possible accommodations that will enable you to perform the essential functions of the job.

Grand Junction Regional Airport will also reasonably accommodate employees for health conditions related to pregnancy or the physical recovery from childbirth, if the employee requests the reasonable accommodation, so long as the accommodation does not impose an undue hardship on the Grand Junction Regional Airport. Grand Junction Regional Airport may require the employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation.

Grand Junction Regional Airport will also reasonably accommodate nursing mothers by providing a private space to express milk that is near their work location and is not a toilet stall in a restroom. Nursing mothers may use their regularly scheduled meal and rest breaks to express milk. In the event an employee needs additional time to express milk, the employee and supervisor will agree upon a plan which may include the employee taking unpaid breaks or using paid leave, arriving at work earlier or leaving later.

If you believe that you have been treated in a manner that does not comply with these policies, please notify the Airport immediately, by speaking to Human Resources, your supervisor, or the Executive Director. The Airport takes all complaints of discrimination seriously. You are encouraged to utilize this procedure without fear of reprisal.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

## **Policy against Unlawful Harassment, Discrimination and Retaliation**

The Grand Junction Regional Airport is committed to providing a work environment that is free of unlawful harassment and unlawful discrimination. In furtherance of this commitment, the Airport strictly prohibits all forms of unlawful harassment or discrimination based on physical or mental disability, health conditions related to pregnancy or the physical recovery from childbirth, genetic information, marital status, race, creed, color, sex, sexual orientation, gender identity, gender expression, religion, age, national origin, or ancestry or any other protected status in accordance with all applicable Federal, State and local laws. The Airport recognizes that

discrimination can be the result of intentional behavior or when a policy or practice has a disparate impact on a protected class without justification for a principled reason.

The Airport's policy against unlawful harassment and unlawful discrimination applies to all employees of the Airport. The Airport prohibits managers, supervisors and employees from harassing or discriminating against co-workers as well as the Airport's customers, vendors, suppliers, independent contractors, and others doing business with the Airport. In addition, the Airport prohibits its customers, vendors, suppliers, independent contractors, and others conducting business with the Airport from harassing or discriminating against our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

## **Discrimination & Harassment Prohibition**

**Equal Employment Opportunity.** There shall be no unlawful discrimination or harassment against Employees, domestic workers, applicants for employment because of hair, race or color, religion or creed, marital status, sex or gender, gender identity or gender expression, national origin or ancestry, age, sexual orientation, pregnancy, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination

**Policy.** There shall be no unlawful discrimination, harassment, or retaliation against Employees or applicants for employment because of hair, race or color, religion or creed, sex or gender, gender identity or gender expression, marital status, national origin or ancestry, age, sexual orientation, pregnancy, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.

Protected classifications. The following are some of the identified protected classifications under federal and state law:

- a. "Age" as used above refers to the age group 40 years of age and above.
- b. "Disability" includes physical and mental disabilities that substantially limit one or more major life activity. Disabled individuals must be otherwise qualified for the job and able to perform essential job functions with or without reasonable accommodations and without causing a direct threat to themselves or others.
- c. "Genetic Information." Genetic information includes: 1) information about a

person's genetic tests; 2) information about the genetic tests of that person's family members; 3) a person's family medical history (i.e., the manifestation of a disease or disorder in a person's family members, often used to determine if a person has an increased risk of getting a disorder, disease or condition in the future); 4) a person's request for, and receipt of, genetic services; 5) a person's participation in clinical research that includes genetic services (or the person's family members participation); 6) the genetic information of a fetus carried by a person or a family member of the person; 7) the genetic information of an embryo legally held by a person or a family member using assisted reproductive technology.

- d. *“Marital status”* means a relationship or a spousal status of an individual, including but not limited to being single, cohabitating, engaged, widowed, married, in a civil union, or legally separated, or a relationship or a spousal status of an individual who has had or is in the process of having a marriage or civil union dissolved or declared invalid.
  
- e. *Religion.* Title VII defines “religion” to include “all aspects of religious observance and practice as well as belief,” not just practices that are mandated or prohibited by a tenet of the individual's faith. Religion includes not only traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, Sikhism, and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people, or that seem illogical or unreasonable to others. Further, a person's religious beliefs “need not be confined in either source or content to traditional or parochial concepts of religion.” A belief is “religious” for Title VII purposes if it is “religious” in the person's “own scheme of things,” i.e., it is a “sincere and meaningful” belief that “occupies a place in the life of its possessor parallel to that filled by . . . God.”
  
- f. *Sex, Gender Identity, Gender Expression, and Sexual Orientation.* The terms “sex” and “gender” include an individual's sex, gender identity, gender expression, pregnancy, or sexual orientation. Colorado law defines “sexual orientation” as “an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.” Colorado law defines “gender expression” as “an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior.” Finally, “gender identity”

means “an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.”

- g. “*Veteran.*” The term “veteran” means individuals who have served in the Armed Forces as defined at 38 U.S.C.A. 4211.

Harassment based on a Protected Classification. As used in this Policy, the term “harass” or “harassment” means to engage in, or the act of engaging in any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual’s or group’s membership in, or perceived membership in a protected classification, which conduct or communication is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected classification. Factors that will be considered include, but are not limited to:

- a. The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment.
- b. The number of individuals engaged in the conduct or communication.
- c. The type or nature of the conduct or communication recognizing that conduct or communication that, at one time, was or is welcome between two or more individuals may become unwelcome to one or more of those individuals.
- d. The duration of the conduct or communication.
- e. The location where the conduct or communication occurred.
- f. Whether the conduct or communication is threatening.
- g. Whether any power differential exists between the individual alleged to have engaged in harassment and the individual alleging the harassment.
- h. Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading.
- i. Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected classification.

**“Unprofessional conduct.”** Conduct that does not rise to the level of harassment may, nevertheless, result in discipline or discharge (e.g., unprofessional or inappropriate conduct). Such conduct includes, but is not limited to sexual advances or propositioning, jokes of a sexual nature, unwelcome comments about someone’s clothing or appearance, intimate stories about one’s sex

life, sexually explicit photographs or drawings, and unprofessional or inappropriate treatment toward an individual, no matter whether such conduct is based on a protected classification. Unprofessional conduct may result in discipline or discharge, regardless of whether it rises to the level of unlawful harassment.

### **What You Should Do If You Feel Harassed**

**Treat Unwelcome Conduct as Unwelcome.** If you find someone's conduct sexually harassing, or harassing on another protected basis, do not encourage that person to continue by indicating that you like or approve of the conduct. Do not reciprocate by engaging in similar conduct. For example, don't tell jokes that you wouldn't want someone to tell you; don't hug others if you don't want them to hug you.

**Non-Employees.** Employees shall not in the course or scope of their employment, unlawfully discriminate against, or harass, or engage in unprofessional conduct toward non-Employees based on the non-Employee's race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age of 40 or over, physical or mental disability, genetic information, military or other protected status. Such conduct may result in discipline or termination.

**Reporting Discrimination or Harassment.** Any Employee who is subjected to or who observes conduct that the Employee honestly believes is in violation of the Airport's Discrimination and Harassment policy must immediately report it to the Executive Director, or Human Resources. This includes conduct by co-workers, supervisors, officers or directors, agents, clients, suppliers, or others encountered during the course and scope of your employment. It is the Airport's desire to maintain a professional working environment and to prevent any unlawful discrimination or harassment in employment.

Employees are strongly advised that they should not quit employment because of conduct that violates this policy rather than reporting such conduct. Please give the Airport a reasonable opportunity to investigate and correct any violations of this policy. Upon receiving a report of conduct that may violate this policy, the Airport will investigate the circumstances and take appropriate action in a reasonable and timely manner. Because of the need to investigate and act, the Airport cannot promise confidentiality regarding a reported violation of this policy. The Airport will, however, do its best to keep the Employee's claim confidential, but no guarantee can be made the Airport will be able to do so.

**Discipline/Termination.** An Employee engaging in any unlawful discrimination or harassment against another Employee shall be subject to disciplinary action that may include termination of employment, demotion, or suspension, or whatever disciplinary action the Airport deems appropriate under the circumstances. Employees may be disciplined or terminated for unprofessional conduct in violation of this policy, even if the conduct is not so severe or pervasive that it is unlawful conduct.

## **Policy Against Retaliation**

**Cooperation/No Retaliation.** Employees must cooperate fully during an investigation and must provide the investigator with honest and complete responses. No Employee shall be retaliated against for making a report of conduct that the Employee honestly and reasonably believes is in violation of this policy or the law, or for participating in an investigation of such conduct. Any retaliatory conduct against the Employee must be reported using the above procedure for reporting discrimination and harassment. The Airport will investigate the circumstances and take appropriate action.

## **Examples of What Constitutes Prohibited Harassment**

In addition to the conduct listed above, the Airport strictly prohibits harassment concerning race, creed, color, and religion, national origin, disability, health conditions related to pregnancy or the physical recovery from childbirth, age, sexual orientation, military, or veteran's status, genetic information, or any other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning any of these protected characteristics includes:

- Slurs, epithets, and any other offensive remarks.
  - Threats, intimidation, and other menacing behavior.
  - Other verbal, graphic, or physical conduct; and
- Other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask Human Resources.

Harassment of our customers or employees of our customers, vendors, suppliers, or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments, and gender-based insults. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

## **Examples of What Constitutes Prohibited Discrimination**

Examples of prohibited types of discrimination based on physical or mental disability, health conditions related to pregnancy or the physical recovery from childbirth, genetic information, race, creed, color, sex, sexual orientation, religion, age, national origin, military or veteran's status or any other protected characteristic include, but are not limited to the following:

- denying employment opportunities to an applicant because of their appearance or accent.
- distinctions in the quality, quantity, or way a benefit or service is provided.
- segregation or separate treatment.
- restriction in the enjoyment of any advantages, privileges, or other benefits provided.
- failure to adequately advise eligible employees of the existence of services or benefits.

- use of criteria or methods of administration that would defeat or substantially impair the accomplishment of program objectives or would more heavily affect members of a protected group.

Complaints of harassment or discrimination which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Airport prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment or discrimination which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

### **Public Health Emergency Whistleblower Policy**

The Airport encourages employees to express concerns about safety in the workplace to their immediate Supervisor or Human Resources In accordance with C.R.S. 8-14.4-101, et seq., the Airport prohibits discrimination or retaliation against an employee who, during a public health emergency, (a) raises reasonable concerns about, (b) opposes, or (c) testifies, assists or participates in a hearing about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency. The protections in this policy do not apply to an employee who discloses information he/she knows to be false or with reckless disregard for the truth or falsity of the information.

Employees are permitted to voluntarily wear their own personal protective equipment (PPE), such as a mask, faceguard, or gloves, if the PPE provides more protection than equipment provided by the Airport; is recommended by a government health agency; and does not make the employee unable to do their job. The Airport will not discriminate or retaliate against an employee for wearing their own PPE in accordance with this policy.

An employee who believes the Airport has violated this policy should submit a written complaint pursuant to the Complaint Procedure for Reporting Unlawful Harassment or Discrimination.

### **Immigration Compliance**

As a condition of employment and in compliance with Federal and Colorado law, each new employee must complete an I-9 Form and a Colorado Affirmation of Work Status form and present documents that establish identity and employment eligibility. Identity can be established by providing a current State-issued driver's license, a State-issued identification card, or similar document such as school identification with photograph, voter's registration card, or military service record. An employment eligibility document is a Social Security card, a birth certificate, or an immigration document. You will not be allowed to continue employment until you provide proper documentation.



## **Application Information**

The Grand Junction Regional Airport may investigate or request information regarding any portion of the requested information (i.e., previous work history) and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information. The completed application will be made part of the personnel file of those applicants who are hired.

## **Personal Identifying Information**

The following policy is intended to safeguard personal identifying information received by the Grand Junction Airport. For purposes of this policy, “personal identifying information” (PII) includes social security numbers; personal identification numbers; passwords; pass codes; official state or government-issued driver’s license or identification card numbers; government passport numbers; biometric data (i.e., finger print or retina scan); employer, student, or military identification numbers; or financial transaction devices (i.e., credit cards, debit cards, banking cards, electronic fund transfer cards, guaranteed check cards, and financial account numbers).

To ensure the protection of PII, including that of Airport employees, from unauthorized access, use, modification, disclosure or destruction, access to PII is limited to human resources employees, airport security personnel, and finance and accounting employees (only as necessary to process payroll and benefits on behalf of the employee).

Unless otherwise required by state or federal law or regulation, when paper and electronic documents received by the Airport containing PII are no longer needed for its business purposes, the Airport will destroy or arrange for the destruction of the documents in its custody by shredding, erasing, or otherwise modifying the PII in the documents to make the information unreadable or indecipherable through any means.

The Airport will take no more than 30 days to provide Employees notice of a security breach that results in or is likely to result in the misuse of PII when the breach involves a Colorado resident's first name or first initial and last name in combination with: the individual’s social security number; student, military, or passport identification number; driver's license number or identification card number; medical information; health insurance identification number; or biometric data; username or email address, in combination with a password or security questions and answers, that would permit access to an online account; or an account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to that account, when any of these data elements are not encrypted, redacted, or secured by any other method rendering the name or the element unreadable or unusable.

## **Employee Classification**

### **Full-Time Employees**

Full-time employees are employees who are normally scheduled to work at least thirty (30) hours per week, as determined by the Grand Junction Regional Airport in its sole discretion and are eligible for all Airport offered benefits.

### **Part-Time Employees**

Part-time employees are employees who are normally scheduled to work fewer than thirty (30) hours per week, as determined by Grand Junction Regional Airport in its sole discretion, are not eligible for benefits except for those required by law.

### **Temporary Employees**

Temporary employees are employees who are employed to work on special projects for short periods of time, or on a “fill-in” basis. These positions are not intended to be a part of continuing operations. The employment status of temporary employees will not be changed due to an extension of employment more than that originally planned. Temporary employees are not eligible for benefits except for paid sick leave as set forth in the paid sick leave policy.

### **Exempt Employees**

Exempt employees are exempt from overtime.

### **Non-Exempt Employees**

Non-exempt employees are entitled to overtime pay.

### **Meal and Rest Periods**

All employees who are scheduled to work at least five consecutive hours will receive an uncompensated, uninterrupted, and duty-free meal period of at least 30 minutes. In addition, employees who are scheduled to work at least four consecutive hours will receive one compensated 10-minute rest period for each four-hour work period.

Employees with Aircraft Rescue Firefighting job duties may encounter days which do not allow for an uninterrupted, duty-free meal period. If the operational demands of the Airport require an employee to work through this period, the employee will be compensated for such time, so long as it is approved by the employee’s supervisor, prior to the occurrence.

## Grand Junction Regional Airport Benefits

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The Grand Junction Regional Airport provides the following benefits to eligible employees. The Grand Junction Regional Airport reserves the right to terminate or modify these plans at any time, for any reason, with or without notice to employees.

### **Your Pay**

Employees are paid biweekly on Fridays. Employees should pick up their own paycheck, or voucher, on the normally scheduled pay day. If the scheduled payday falls on a Sunday or holiday, paychecks will generally be distributed on the preceding business day. Any questions about the amount of your pay or deductions should be brought to the attention of Human Resources or Payroll immediately.

The workweek starts on Sunday at 12:00am and runs through Saturday at 11:59 midnight.

### **Call Back Pay**

Non-exempt employees who physically respond to an unanticipated situation arising at times other than during regularly scheduled working hours shall be compensated in the following manner:

- Call back pay shall be compensated at the employee's normal rate of pay.
- Call back pay shall count as hours worked for the purpose of computing overtime.
- A minimum of two (2) hours' pay shall be guaranteed for each call back

If the call requires the employee report back to the airport, the employee must either clock in from a computer or have "locations" enabled when clocking in from their cell phone.

Non-exempt employees who receive a work-related phone call in the middle of the night, and the call does not require them to report to the airport, shall be compensated in the following manner:

- A minimum of one (1) hour pay shall be guaranteed for each call.
- The time worked shall count as hours worked for the purpose of computing overtime.
- Pay shall be compensated at the employee's normal rate of pay.

Being called into work early does not qualify for callback pay.

Employee may be asked to provide proof of phone call.

## **Timekeeping Procedures**

Unless otherwise notified, each employee is required to accurately record his or her hours of work for Grand Junction Regional Airport using a time sheet. You are required to submit the time record promptly following the close of the pay period so that your time record can be reviewed by your supervisor prior to processing your paycheck for the pay period. Accurately recording all your time is required to be sure that you are paid for all hours worked as required by the wage and hour laws. "Off clock" work time and working outside of your regularly scheduled shift without prior approval is not permitted. "Hours worked" is defined by law as time an employee is subject to the control of an employer and includes all time that an employee is suffered or permitted to work, whether required to do so.

Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from your supervisor before working overtime or hours beyond your regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization by their supervisor are subject to disciplinary action up to and including termination of employment.

You will be informed your first day on the job whether you are required to keep your time by a time clock, a time sheet, or some other method. Whatever your method of timekeeping, you are expected to follow the established procedures in keeping an accurate record of your hours worked.

Any changes or corrections needed to your timecard or time record must be requested by you in writing and changed by your Department Director. Under no circumstances may any employee punch or record another employee's timecard.

## **Pay Deductions**

The Grand Junction Regional Airport will make deductions for the following:

- Federal and State income taxes.
- Colorado Public Employee Retirement Association wage deductions.
- Garnishments, including child support or other court ordered wage deductions.
- Employee's portion of group insurance premiums.
- Group insurance premiums for coverage of eligible dependents.

No other deductions will be made unless specifically authorized in writing by the employee. All deductions will be itemized on the employee's pay stub. Questions regarding payroll deductions should be directed to the Human Resources or the Payroll Department.

## **Expense Reimbursement**

Grand Junction Regional Airport reimburses employees for expenses reasonably incurred on behalf of the Grand Junction Regional Airport and approved in advance by Grand Junction

Regional Airport management. All requests for reimbursement should be submitted to your supervisor for consideration. Submission of original receipts are required for all reimbursement requests.

## **Garnishments & Support Orders**

Employees should be aware that a court can order Grand Junction Regional Airport to deduct amounts directly from an employee's pay when that employee has failed to pay his or her personal debts.

### **Debts to Employer**

#### **Court-Ordered Garnishments**

Any court-ordered garnishment for child support, family support, bankruptcies, or other judgments rendered against an employee must be forwarded immediately to Grand Junction Regional Airport's Human Resources Department for processing.

#### **Federal Tax Levies**

A levy from the Internal Revenue Service must be forwarded immediately to the Grand Junction Regional Airport's Human Resources for processing.

### **Support Orders**

State and Federal laws require Grand Junction Regional Airport to withhold part of employees' wages to satisfy child support orders. When Grand Junction Regional Airport receives a support withholding notice, it immediately will begin withholding wages as specified in the notice. Grand Junction Regional Airport will continue to withhold wages for child support until otherwise notified by the child support enforcement agency. Withholding child support takes priority over all other wage garnishments or deductions.

Grand Junction Regional Airport will honor and service all out-of-State child support withholding orders it receives, in compliance with Federal law.

Grand Junction Regional Airport will inform the State child support agency when an employee subject to child support withholding leaves the Grand Junction Regional Airport. The notice will provide the employee's last known home address and telephone number, as well as the new employer's name and address, if known.

Employees will not be disciplined or discharged because of a child support withholding order. In addition, applicants will not be refused hire because of a support withholding order.

## Administrative Fees

Grand Junction Regional Airport deducts a fee of Four Dollars (\$4.00) from the employee's remaining earnings after deducting the appropriate amount for each mandatory or voluntary family support payment it processes.

## Paid Time Off

### General Information and Eligibility

Full-time employees accrue Paid Time Off to use for vacations, holidays, medical/dental appointments, personal business, childcare, pregnancies, bereavement, family emergencies, to supplement paid sick leave, or for any other valid absence as determined by his/her Department Director. Use of PTO to supplement paid sick Leave shall comply with the Paid Sick Leave policy below. Employees that aren't full-time (e.g., part-time) do not accrue PTO, and only accrue Paid Sick Leave. See below.

PTO hours include vacation leave and holiday leave. Full-time employees shall accrue the following amount of Paid Time Off on a bi-weekly basis for 26 pay periods each year.

### Bi-weekly and Annual Accrual Amounts

Years of Service	Bi-Weekly Accrual	Annual Accrual Hours
1 through 4	9.38 Hours	243.88 Hours
5 through 9	10.38 Hours	269.88 Hours
10 or more	11.38 Hours	295.88 Hours

### PTO Accrual Breakdown

#### Hire Date

New full-time employees will start with 40 hours of PTO in their PTO bank and will have immediate access to it. Accrual of PTO will begin once the employee has worked the amount of time for 40 hours to be accrued (about 5 pay periods according to current accrual rate of 9.38 hours)

#### Years of Service 1-4

80.00 Holiday Hours (3.08 Hours per Pay Period)

163.88 Paid Time Off Hours (6.30 Hours per Pay Period)

**Years of Service 5-9**

80.00 Holiday Hours (3.08 Hours per Pay Period)  
189.88 Paid Time Off Hours (7.30 Hours per Pay Period)

**Years of Service 10 or more**

80.00 Holiday Hours (3.08 Hours per Pay Period)  
215.88 Paid Time Off Hours (8.30 Hours per Pay Period)

**Maximum Accumulation of Time Off**

<b>Years of Service</b>	<b>Annual Accrual Hours</b>	<b>Max Accrual</b>
1 through 4	243.88 Hours	300 Hours
5 through 9	269.88 Hours	330 Hours
10 or more	295.88 Hours	360 Hours

PTO shall not count as hours worked for purposes of computing overtime.

Employees may not accrue over their maximum accrual limit unless the overage is caused by the Airport and approved by Human Resources and the Executive Director.

**PTO and Holidays**

Full-time employees who do not work on a scheduled Holiday that occurs on a regular workday shall have each holiday charged against PTO. Time worked on holidays shall count as hours worked for purposes of computing overtime. When a holiday falls on an employee’s regularly scheduled day off, no PTO shall be charged or paid for that day.

**Observed Holidays**

New Year’s Day	January 1 <sup>st</sup>
Martin Luther King, Jr. Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran’s Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November

Christmas Day

December 25<sup>th</sup>

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, it is observed the following Monday.

Holiday leave shall accrue at a rate of 8 hours per recognized holiday and be added to the employee's Paid Time Off (PTO) accrual, each pay period. (For example, 10 recognized holidays would accrue at a rate of 80 hours per year, or 3.07 hours per pay period).

Except as provided in the following paragraph, employees who are required to work holidays shall be allowed to take PTO at other times during the year as scheduled.

Employees may not accrue over their maximum accrual limit unless the overage is caused by the Airport and approved by Human Resources and the Executive Director.

### **Scheduling Paid Time Off**

Scheduled PTO is distinguished from Unscheduled PTO by the degree of control or discretion that the Airport, through its supervisors and Department Directors, exercise in the scheduling of leave time.

### **Scheduled Use**

The scheduling of time off shall be at the discretion of the supervisor and/or Department Director based upon operational needs.

Employees should submit a leave request at least four (4) weeks in advance of the use of leave, to the Supervisor or Department Director for approval. The supervisor or Department Director has the option of denying or rescheduling the leave to another date and/or time based upon the operation needs of the Airport. Every reasonable effort will be made to accommodate the employee's requested Paid Time Off.

### **Unscheduled Leave**

In the event the employee is unable to work due to an unforeseen personal illness, injury or other unforeseen reasons, the following provisions shall apply:

- **Notification:** If unable to report to work for any reason, employees shall communicate this fact to their supervisor. Leaving messages with other employees or on voice mail is not acceptable. Failure to call in when absent may result in forfeiture of pay and may result in disciplinary action up to and including termination.
- **Verification of Need:** The employee may be asked to furnish proof that unscheduled use of PTO was unavoidable. Such proof may be requested from the supervisor, Human Resources, or the Executive Director.



- **Unscheduled Time without Pay:** In the event an employee must be off the job on an unscheduled basis and has not accrued Paid Time Off or Paid Sick Leave to cover the absence, he/she may request leave without pay that is subject to approval by the Executive Director.

### **Payment for PTO at Separation**

Upon separation, full-time employees will be paid for all accrued but unused PTO; part-time employees will not be paid for unused PTO.

### **Paid Sick Leave**

Full-time employees are credited three and one half (3.5) hours of Sick Leave per pay period.

Full-time employees accumulate Sick Leave up to a maximum accrual limit of 520 hours. Effective *May 20, 2015*, employees with a Sick Leave bank more than 520 hours will be permitted to keep the unused leave for future use, however, no hours will accrue above the 520-hour limit, and once the bank falls below 520 hours, the employee will be subject to the 520-hour maximum accrual limit. Full-time employees will only be permitted to use a maximum of 520 hours in a 12-month period.

Part-time and temporary employees are credited one (1) hour of Sick Leave for every thirty (30) hours worked. Part-time and temporary employees accumulate Sick Leave up to a maximum accrual limit of 52 hours and may not use more than 52 hours of Sick Leave in a 12-month period. Employees may use Sick Leave for the following reasons:

- 1) The employee has or is caring for a family member that has a mental or physical illness, injury, or health condition that prevents the employee from working;
- 2) The employee or family member the employee is caring for needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- 3) The employee or a family member the employee is caring for needs to obtain preventive care; or
- 4) The employee or a family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to seek medical attention, obtain services from a victim services organization, obtain mental health treatment, seek relocation, or seek legal services.
- 5) Grieving or attending the funeral or memorial service after the death of a family member or financial/legal needs after death of family member.
- 6) Caring for a family member whose school or place of care has been closed because of inclement weather.
- 7) Evacuating their residence because of inclement weather or loss of power or water.

For purposes of this policy, a family member is defined as another person related by blood, marriage, civil union, or adoption; foster or legal guardianship; or any person whom the employee

is responsible for providing or arranging health-related care as defined in the Colorado Healthy Families and Workplaces Act.

Upon separation, employees will not be paid for unused Sick Leave.

For paid sick leave of four or more consecutive workdays, the employee may be asked to bring medical certification verifying that the Sick Leave is for a purpose authorized by this policy.

Employees should communicate to their supervisor their need to use Sick Leave as early as possible and shall make a reasonable effort to schedule the use of paid Sick Leave in a manner that does not unduly disrupt the Airport's operations.

Sick leave shall not count as hours worked for purposes of computing overtime.

## **Medical Insurance**

The Airport offers medical insurance coverage for our eligible employees and eligible dependents, beginning on the first day of the month after completion of your thirty (30) day introductory period.

Costs of coverage are outlined in the Airport's Benefit Handout and are subject to change. Dependent coverage is also available, for a specific dollar amount each month depending on the level of coverage chosen. Employee's costs for medical insurance will be processed through payroll deductions.

Please consult the applicable plan document for all information regarding eligibility, coverage, and benefits. The plan document ultimately governs your entitlement to benefits. Additionally, you may contact Human Resources for additional information and specific costs.

## **IRS Section 125 – Cafeteria Plan**

The Airport can offer eligible employees the ability to pay for certain insurance coverage with "before tax" dollars rather than "after tax" dollars. As you become eligible for these benefits and you elect to cover yourself and/or your family, you will become eligible to participate in our Section 125 – Cafeteria Plan. The terms and conditions of the Plan are controlled by the applicable plan document. A plan summary will be made available to you if you enroll for insurance.

## **Health Insurance Continuation**

In the event of termination of employment, former employees and dependents who were covered for the previous 3 months will be permitted to continue healthcare insurance for up to 18 months in accordance with Federal and Colorado State law.

## **COBRA**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our

health plan. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue medical and dental insurance through COBRA:

- Termination
- Reduction in hours
- Divorce or legal separation
- Death of the employee
- Eligibility for Medicare
- Loss of dependent child status under the plan

All administrative rules and processes, such as open enrollment periods, as well as changes in plan benefits and premiums, apply to those on continuation coverage. Please refer to the medical insurance plan document or contact Human Resources for more information.

## **Dental and Vision Insurance**

Dental and vision insurance coverage may be available through the Airport for our eligible employees and eligible dependents. Eligibility requirements and costs of coverage are outlined in the Airport's Benefit Handout and are subject to change. Please consult the applicable plan document for all information regarding eligibility, coverage, and benefits. The plan document ultimately governs your right to benefits.

## **Life Insurance**

The Airport offers life insurance coverage for full-time employees, beginning on the first day of the month after hire. The Grand Junction Regional Airport pays the entire cost of this insurance. Please consult the applicable plan document for all information regarding eligibility, coverage, and benefits. The plan document ultimately governs your right to benefits.

Additional life insurance benefits may be available at an additional cost to Employees.

## **Colorado Public Employers Retirement Association**

The Grand Junction Regional Airport Authority provides employees with Colorado Public Employees Retirement Association (PERA).

PERA is a substitute for Social Security. Benefits are pre-funded, which means while an employee is working, he or she is required to contribute a fixed percentage of their salary to the retirement trust funds and the Airport will also contribute a fixed percentage for each employee in accordance with the current PERA plan requirements.

## **401(k) Retirement Savings Plan**

The Airport Authority offers a 401(k) plan through Colorado PERA. The Colorado PERA 401(k) Plan is a voluntary defined contribution plan. If an employee elects to contribute funds into a

Colorado PERA 401(k) Plan, the Airport will match the funds contributed, up to 4% of an employee's gross pay per calendar year. The employee must contribute to the Plan for the Airport to match the funds. The funds contributed are matched dollar for dollar, up to a maximum of 4% of the employee's gross pay per calendar year. The Airport Authority will only match funds for full-time regular employees who have at least one (1) year of service. For additional information, contact the Human Resources.

### **PERAPlus 457 Plan**

In addition to the PERAPlus 401(k) Plan, employees may be eligible to contribute to the PERAPlus 457 Deferred Compensation Plan. The 457 Plan includes the same investment fund options as the PERAPlus 401(k) Plan. A 457 plan is also a tax-deferred (pre-tax) account, and a Roth option is available as well. Unlike a 401(k), withdrawals from a 457 account are not subject to an early withdrawal penalty; however, you will still owe income tax on any withdrawals, regardless of when you make them.

### **Long-Term Disability Insurance**

The Airport Authority provides access to long-term disability insurance coverage for our eligible employees, beginning on the first day of the month after completion of your sixty (60) day introductory period. Third party providers may provide this coverage directly to you. You are responsible for the entire cost of this insurance. Consult the applicable plan document for all information regarding eligibility, coverage, and benefits. The plan document ultimately governs your entitlement to benefits.

### **Health and Wellness Benefit**

Grand Junction Regional Airport encourages employees to achieve and maintain a healthy lifestyle through physical fitness, therefore the Airport has established a benefit for the reimbursement of an individual gym membership.

Gym membership reimbursement is available to full-time employees who have been employed for a minimum of 6 months.

Employees will be reimbursed for an amount determined annually during the budget cycle, for eligible fees. Eligible fees include annual or monthly fees for an individual membership at a fitness center. Enrollment fees (if applicable) are ineligible. Employees with a family membership must provide documentation of the cost for an individual membership and will be reimbursed based upon that amount.

Employees must follow the reporting procedure to be reimbursed. A reimbursement request and copy of the receipt must be submitted, prior to reimbursement. Reimbursement reports must be submitted to the Human Resources Department.

Recreational activities, weight-loss programs, smoking-cessation programs, and other similar programs, although encouraged as part of an overall fitness program, do not qualify for reimbursement.

The amount reimbursed to employees will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state, and local taxes.

Employees should consult with a physician before beginning a physical regimen.

## **Training and Educational Assistance**

Employees may be given the opportunity to attend training or educational programs in the course of their employment. The Grand Junction Regional Airport may prepay, pay, or reimburse employees for the cost and certain expenses associated with attending an approved training or educational course. To receive reimbursement, the employee must (1) receive advanced written authorization from their direct supervisor to attend the course and (2) successfully complete the course.

Employees should contact their immediate supervisor before registering for any training or other educational course to learn whether the program will be covered under the Grand Junction Regional Airport's policy. The Grand Junction Regional Airport is not responsible for the payment or reimbursement of any costs or expenses associated with an employee's attendance at a lecture, training program or other educational program, if the employee fails to receive advanced written authorization and/or the employee fails to successfully complete the course. Employees who leave the Airport within one year of receiving training or educational assistance may be required to reimburse the Airport for some of all the training and educational assistance costs.

## **Civic Duties**

Grand Junction Regional Airport encourages each of its employees to accept his or her civic responsibilities. We are a good corporate citizen and are pleased to assist you in the performance of your civic duties.

### **Jury Duty**

An employee served with a summons to jury duty must inform his/her supervisor by the next regular workday and provide a copy of the summons. Employees will receive leave for jury duty. An employee who is called to perform jury duty will receive their regular compensation for any regularly scheduled working hours spent in the actual performance of such a service. However, if an employee is scheduled to work a night shift on the same day the employee serves on a jury, the employee will be granted leave from work for the entire day and will receive their regular compensation for the hours they would have worked on the night shift. Employees shall remit to the Airport any pay (excluding expense reimbursement) received from the government for jury duty that covers the same period for which the employee is receiving pay from the Airport. The Airport's obligation to pay compensation while an employee is on jury duty is conditioned on the

employee providing the Airport with a jury service certificate from the Court confirming that the employee was on jury duty for that period. Except as otherwise provided herein, employees are expected to return to work on any day or portion of the day they are released from jury duty.

### **Witness Duty**

If you receive a subpoena to appear in court, please notify your supervisor immediately. You are expected to return to work as soon as your service as a witness is completed.

### **Voting**

If you would like to vote in a public election, but do not have sufficient time to vote during non-work hours, you may arrange to take time off from work with pay to vote. To receive time off for voting, you must obtain advance approval from your supervisor and must take the time off to vote either at the beginning or end of your work shift. The Grand Junction Regional Airport reserves the right to request a copy of your voter's receipt following any time off to vote.

### **Family Medical Leave Act (FMLA)**

To the extent that the Family and Medical Leave Act (FMLA) applies, eligible employees may receive a total of 12 workweeks of unpaid leave during any 12-month period. This Act provides for leave in connection with incapacity due to pregnancy, prenatal medical care, or childbirth; the care of the employee's child after birth or placement for adoption or foster care; the care of a child, spouse, as that term is defined by the FMLA, or parent who has a serious health condition; or serious health condition of the employee that makes the employee unable to perform the employee's job.

For purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either:

- An overnight stay in a medical care facility, OR
- Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Military Caregiver Leave**

Military caregiver leave is available to care for a "covered servicemember" with a "serious injury or illness" as those terms are defined by the FMLA. Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. FMLA leave

already taken for other FMLA circumstances will be deducted from the total 26 weeks available for military caregiver leave.

Eligible employees with a spouse, child, or parent on covered active duty or called to covered active-duty status may also use their 12-week FMLA leave entitlement to address certain qualifying exigencies as set forth in the FMLA.

### **Eligibility and Terms of Leave**

An employee is eligible for family leave if he/she has been employed by the Airport for at least 12 months and has worked at least 1,250 hours during the 12-month period preceding the requested leave. Leave will consist of accumulated paid leave and leave without pay.

Intermittent leave or leave on a reduced leave schedule may be approved to coincide with a health treatment plan or other appropriate requirements for an individual employee, spouse, parent, or child. Such intermittent leave must be determined to be medically necessary by a health care provider. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees taking approved intermittent leave or reduced schedule leave may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

When necessary FMLA leave is foreseeable, the employee must provide the Airport with at least 30 days' notice before the date the leave begins. If the event requires leave to begin in less than 30 days, the employee must provide such notice as is practicable and make a reasonable effort to schedule the treatment to avoid unduly disrupting Airport operations. A family member of the employee may give the notice if the employee is unable to do so.

Employees must provide sufficient information for the Airport to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees must also inform the Airport if the requested leave is for a reason for which FMLA leave was previously taken or certified. The Airport may also require that a request for FMLA leave be supported by a certification and periodic recertification supporting the need for leave. If notification and appropriate certification are not provided in a timely manner, approval of leave may be denied.

The Airport will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required. If they are not eligible, the Airport will provide the reason for the ineligibility. The Airport will also inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If the Airport determines that the leave is not FMLA-protected, the Airport will notify the employee.

The Airport will not interfere with, restrain, or deny the exercise of any right provided under FMLA. The Airport will not discharge or discriminate against any person for opposing any practice

made unlawful by FMLA or for their involvement in any proceeding under or relating to the FMLA.

Most employees returning from FMLA leave shall be restored to the original or equivalent position with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

The taking of FMLA leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

The Airport will maintain equivalent coverage and premium level under the Airport's group health plan for the duration of an employee's FMLA leave. The Airport may recover any benefit premiums paid for the employee if the employee fails to return from leave, unless the failure to return from leave has resulted from a continuation of a serious health condition or other circumstances beyond the employee's control.

Employees who are on approved FMLA leave will continue to accrue paid time off and Sick Leave benefits at their regular accrual rate.

If an employee fails to report to work promptly at the end of the medical leave, the Airport will assume that the employee has resigned.

### **Leave Without Pay Not Covered by FMLA**

Leave without pay not covered by the FMLA may be granted in cases of emergency and/or when a leave of absence would not be contrary to the best interests of the Airport. Employees are required to exhaust accrued paid time off prior to taking unpaid leave under this section. A leave of absence may be granted only upon written request by an employee who presents the reason for the leave.

A request for a leave of absence without pay may be granted by the Executive Director, at his/her sole discretion, depending on the merits of the individual case. If approved, an employee may work a modified schedule while taking periods of leave without pay. In this circumstance, the employee will accrue personal time off based on the number of hours worked.

If an employee is taking leave without pay, the following conditions will apply:

- The Airport may fill a position formerly held by an employee on leave without pay.
- Fringe benefits shall not accrue during a period of leave without pay not covered by the FMLA, nor will the Airport make any contributions during such period for retirement or group insurance programs. However, the employee may participate in the group insurance programs during such period, provided the employee deposits in advance with the Airport the amounts necessary to cover the total cost of the premiums. Computation of service, for pension purposes other benefit plans, and the effect of leave without pay will be determined in accordance with the provisions of the applicable plan.



- The Airport may make reasonable efforts to reinstate the employee to the same position previously occupied or to a similar position following a leave of absence. The Airport, however, cannot guarantee that the same position or a similar position will be available at the time an employee desires to return to work.
  
- In the event an employee has been granted leave without pay and the Airport decides to fill the position while the employee is on leave, the employee will be given written notice of the Airport’s decision and the option to return to work on a designated date. The designated return to work date shall be no less than two (2) weeks after the date of the notice. This notice will be sent via first class mail to the last official address provided by the employee. The employee shall have one week from the date of the notice to advise the Airport whether he or she will return to work on the designated date. If the employee fails to respond timely or advises the Airport that he or she will not return to work on the designated date, the employee shall be deemed to have resigned from his or her employment with the Airport. The resignation shall be effective the date the employee advises the Airport of his or her intent not to return to work or ten days after the date of the notice, whichever occurs first.

**Bereavement Leave**

Our full-time employees are eligible to receive up to three (3) days of unpaid bereavement leave in the event they miss regularly scheduled workdays due to the death or funeral of a member of the employee’s immediate family.

For this policy, immediate family is defined as:

- |                 |                  |                   |
|-----------------|------------------|-------------------|
| ▪ Parents       | ▪ Brother        | ▪ Spouse          |
| ▪ Stepparents   | ▪ Sister         | ▪ Child           |
| ▪ Father-in-law | ▪ Stepbrother    | ▪ Stepchild       |
| ▪ Mother-in-law | ▪ Stepsister     | ▪ Grandchild      |
| ▪ Grand Parents | ▪ Brother-in-law | ▪ Son-in-law      |
|                 | ▪ Sister-in-law  | ▪ Daughter-in-law |

An employee who is notified of a death in his or her immediate family while at work will be paid for the remainder of the scheduled hours that day. The three-day eligibility for unpaid bereavement leave will not commence until the next regularly scheduled workday which is lost. All time off in connection with the death of an immediate family member, as defined above, should be scheduled with your supervisor.

**Military Leave of Absence**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of State and Federal laws. You are expected to notify the Grand Junction Regional Airport of upcoming military duty by providing your supervisor with a copy of

your orders as soon as possible. In addition, spouses and registered domestic partners of military personnel who are home on leave during a period of military deployment may be qualified for 10 days of unpaid leave.

### **Volunteer Firefighter Leave**

Unpaid volunteer firefighter leave is available to any employee who is a recognized voluntary firefighter. If you are a voluntary firefighter, we encourage you to provide documentation of your status to your manager as soon as possible. An employee who is a volunteer firefighter will not be disciplined for failing to report to work because of an emergency summons if the employee provides a written Statement from the chief of the fire department that the employee's absence was due to the response. An employee who is a volunteer firefighter will not be disciplined for leaving work to respond to an emergency summons if the employee is not essential to the operation of daily business, the employee has previously received written documentation from the fire chief notifying the employer of the employee's status as a volunteer firefighter, the emergency is within the response area of the employee's fire department and is of such magnitude that the emergency summons issued requires all firefighters to respond, and the employee later provides documentation from the fire chief verifying the time, date, and duration of the employee's response.

### **National Guard Leave.**

An employee who is a qualified member of the Colorado National Guard or the reserve forces of the United States may take leave from the employee's position (other than a temporary one) to receive military training with the National Guard. The employee can use the employee's accrued paid leave during this leave, but if the employee doesn't have any accrued leave, then the leave will be unpaid leave. Further, upon return from that leave, the employee will be entitled to be restored to the employee's position at the same status, pay, and seniority, so long as the leave does not exceed fifteen days or three weeks of the employee's work schedule in a calendar year. The employee must give evidence of the satisfactory completion of the training and establish that the employee is still qualified to perform the duties of the employee's previous position upon return from leave. Similarly, an employee who is a qualified member of the Colorado National Guard who leaves or is absent from work, regardless of the length of the absence, in order to engage in active service ordered by the governor of Colorado, will be entitled to be restored to the employee's position of the same status, pay, and seniority, so long as the employee can establish that the employee is still qualified to perform the duties of that position. The employee can use the employee's accrued paid leave the employee has available, and if there is none, then it will be unpaid leave.

## Safety & Health

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### Accident Reporting and Investigation

Grand Junction Regional Airport recognizes that all incidents/accidents have a cause, and that recurrence of similar incidents/accidents must be prevented or controlled. The purpose of reporting and investigating incidents/accidents is to determine the cause(s) and make recommendations to prevent their recurrence. Certain accidents and occupational diseases must be reported to Federal and State agencies. It is important that such accidents/diseases be reported as soon as possible.

This policy requires that all significant “accidents,” “incidents,” and “occupational diseases” be reported and investigated. Accidents are unexpected, unplanned occurrences that result in injury or harm to people, property, or the environment. Incidents are near accidents that could have resulted in significant injury or harm to people, property, or the environment. An occupational disease is any abnormal condition or disorder caused by exposure to environmental factors directly associated with employment. Occupational diseases include acute and chronic illnesses that are caused by inhalation, absorption, ingestion, or direct contact. Incident/Accident Report Forms are available from all managers and supervisors. Supervisors must provide all the information requested on the form. Copies of the form must be forwarded to the Human Resources Department as soon as possible.

All managers and supervisors are responsible for enforcing this policy. Supervisors are also responsible for ensuring that all incidents, accidents, and occupational diseases within their respective areas and/or scope of responsibility are reported, recorded, and investigated in accordance with this policy. Specifically, supervisors must complete and file the Incident/Accident Report Form and, where appropriate, the Worker’s Compensation First Notice of Injury Form. Such reports are to be filed as soon as possible, but the employee has 10 days after injury to report it. Employees are responsible for notifying their supervisor of any accident or incident when it occurs, even if no medical attention is required. Employees also are responsible for cooperating with their supervisor and investigation teams in completing required reports.

### Workers’ Compensation

Employees of Grand Junction Regional Airport are covered by Workers’ Compensation insurance, which provides compensation and/or medical benefits to any employee who has been injured or becomes ill due to a job-related accident, sickness, or death. Premiums are paid by the Grand Junction Regional Airport, and benefits are paid in accordance with Colorado law.

Employees should notify their supervisor of all on-the-job accidents as soon as the employee is able and report your injury within 10 days after the injury.

Injured workers are required to obtain authorization for medical care through their supervisor prior to visiting the hospital or clinic. Also, injured workers must use our designated provider facilities. The use of a different provider or out-of-network medical facility could result in an expense to the injured worker.

In an emergency, the injured person should be sent to the nearest emergency room for treatment. In the case of an emergency, contact 911 and let the paramedics make the decision on where the patient is to be treated. Once the patient is stabilized, he/she can be transferred to our designated provider's facility.

Whenever possible, temporary light duty will be provided for a work-related injury, illness, or disease in accordance with written physical limitations provided by the treating physician. Failure of the employee to participate in approved temporary light duty may result in loss of worker's compensation benefits and/or termination of employment, consistent with applicable laws.

After the employee begins workers' compensation leave, the weekly benefit may be supplemented by using accrued Sick Leave up to the amount needed to approximate the employee's regular base pay prior to the injury or illness. If the employee exhausts his/her accrued Sick Leave, the employee may use PTO to supplement the weekly benefit. In no event will the compensation of the weekly benefit and the use of accrued Sick Leave and/or PTO exceed the employee's regular base pay. An employee who chooses to use Sick Leave and/or PTO shall comply with the Airport's Paid Sick Leave and PTO policies. Should the injury be such that the employee is unable to return to work after exhausting all accrued Sick Leave and PTO, the employee will receive workers' compensation payments only.

The Airport requests that Employee provide the Airport written notice of a work-related injury or injuries or disease, regardless of how minor, to Human Resources, within 24 hours, so that the organization can sufficiently and timely address the concerns presented by potential safety issues. Failure to report the injury and submit to testing in a timely manner, if required, may result in discipline or discharge. Upon reporting the injury, the Airport will provide the employee the names of the four (4) designated medical providers in writing. Employees must designate their choice of a treating physician when the Airport presents Employee with its list of treating physicians. Employees are allowed to make a one-time change between the four options. Employees must submit an approved Division of Workers' Compensation form to the Airport and Workers' Compensation insurance provider in writing within 90 days of the injury to make a change between the four designated medical providers. Upon receipt of written notice of a work-related injury, the Airport shall affix the date and time of the receipt on the notice received from the employee and shall make a copy of the notice affixed with the date and time of receipt available to the injured employee within seven (7) days after receiving the notice from the employee.

**WARNING:**

**IF YOU ARE INJURED ON THE JOB, YOU HAVE RIGHTS UNDER THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS REQUIRED BY LAW TO HAVE WORKERS' COMPENSATION INSURANCE. THE COST OF THE INSURANCE IS PAID ENTIRELY BY YOUR EMPLOYER. IF YOUR EMPLOYER DOES NOT HAVE WORKERS' COMPENSATION INSURANCE, YOU STILL HAVE RIGHTS UNDER THE LAW.**

**IT IS AGAINST THE LAW FOR YOUR EMPLOYER TO HAVE A POLICY CONTRARY TO THE REPORTING REQUIREMENTS SET FORTH IN THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS INSURED THROUGH**

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**IF YOU ARE INJURED ON THE JOB, NOTIFY YOUR EMPLOYER AS SOON AS YOU ARE ABLE, AND REPORT YOUR INJURY TO YOUR EMPLOYER IN WRITING WITHIN 10 DAYS AFTER THE INJURY. IF YOU DO NOT REPORT YOUR INJURY PROMPTLY, YOU MAY STILL PURSUE A CLAIM. ADVISE YOUR EMPLOYER IF YOU NEED MEDICAL TREATMENT. IF YOU OBTAIN MEDICAL CARE, BE SURE TO REPORT TO YOUR EMPLOYER AND HEALTH-CARE PROVIDER HOW, WHEN, AND WHERE THE INJURY OCCURRED.**

**YOU MAY FILE A WORKER'S CLAIM FOR COMPENSATION WITH THE DIVISION OF WORKERS' COMPENSATION. TO OBTAIN FORMS OR INFORMATION REGARDING THE WORKERS' COMPENSATION SYSTEM, THE CUSTOMER SERVICE CONTACT INFORMATION FOR THE DIVISION OF WORKERS' COMPENSATION IS 303-318-8700.**

Treatment. The Airport has the right to require that an Employee is treated by a physician selected from a list of physicians designated by the Airport. Failure to use a physician from the designated list may result in loss of medical benefits. Employees are required to review and sign a designated medical provider information form. The Employee must contact Human Resources to arrange an appointment with the designated treating physician.

Benefits. Workers' Compensation benefits are separate from group health insurance benefits.

**Contraction of Occupational Disease. An employee affected by the contraction of an occupational disease shall give written notice of the contraction of the occupational disease to the Airport within thirty (30) days after the first distinct manifestation of the disease.**

### **Alcohol and Drug Policy**

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on Grand Junction Regional Airport property (including parking areas and grounds), or

while otherwise performing their work duties away from Grand Junction Regional Airport. This prohibition specifically includes marijuana, whether it is recommended for a medical purpose, or possessed legally under State law. The prohibition also includes other lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana recommended for medical purposes or possessed legally under State law), and from having excessive amounts of otherwise lawful controlled substances in their systems. This policy does not apply to the authorized possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of his/her job.

### **Prescription Drugs**

The proper use of medication prescribed by your physician is not prohibited; however, the Airport does prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that would make them a risk of harm to themselves or to others in performing their job responsibilities. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

### **Notification of Impairment**

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of his/her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his/her immediate supervisor.

### **Who is Tested**

All employees are subject to pre-employment and random screening. Employees will be tested for drugs and alcohol after a work-related accident or if observed using a prohibited substance on the job. Additionally, employees may be required to submit to drug/alcohol screening whenever the Grand Junction Regional Airport has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, safety concerns, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident.

## **Discipline**

Violation of this policy or any of its provisions may result in discipline up to and including termination of employment.

## **Enforcement Policy**

In order to enforce this policy and procedures, Grand Junction Regional Airport may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, saliva tests, hair follicle tests, blood tests or other appropriate tests, and where appropriate, searches of all areas of the Grand Junction Regional Airport's physical premises, including, but not limited to work areas, personal articles, employees' clothes, desks, work stations, lockers, and personal and Grand Junction Regional Airport vehicles. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, refusing to submit to screening, or for failing to execute consent forms when required by the Grand Junction Regional Airport.

## **Investigations/Searches**

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Locked areas or containers do not prevent the Grand Junction Regional Airport from searching that area, thus employees should have no expectation of privacy for personal belongings brought on Grand Junction Regional Airport premises. Where the employee is not present or refuses to remove a personal lock, the Grand Junction Regional Airport may do so for him or her and compensate the employee for the lock. Any such searches will be coordinated with a representative of management. The Grand Junction Regional Airport may use unannounced drug detection methods to conduct searches.

## **What Happens When an Employee Tests Positive for Prohibited Substances**

All employees who test positive in a confirmed substance test will be subject to discipline, up to and including termination.

# Grand Junction Regional Airport Rules and Policies

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## Grand Junction Regional Airport Policies

This section of your handbook discusses your responsibilities to Grand Junction Regional Airport as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work.

The following policies focus on basic rules that may not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other policy of the Grand Junction Regional Airport may lead to discipline, up to and including immediate termination. This list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. If you have any questions about these basic rules, or what the Airport expect of you as one of our employees, please discuss them with your supervisor.

These rules do not alter the at-will nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the Grand Junction Regional Airport has the same right.

### Absenteeism and Tardiness

Reliable attendance is an essential function of every employee's job duty. Each employee is expected to be at work on time each day and to remain there throughout his or her scheduled shift. Absenteeism or tardiness, even for good reason, is disruptive to our operations and interferes with our ability to satisfy our customers' needs. Absenteeism or tardiness can result in discipline, up to and including termination.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, you are expected to notify your supervisor as soon as possible. Ask your department supervisor what acceptable forms of communication they prefer. If you are required to leave work early, you must also personally contact your supervisor.

When absence is due to illness, the Grand Junction Regional Airport may require appropriate medical documentation.



Although an employee may be terminated at any time for failing to report to work without contacting the Grand Junction Regional Airport, if an employee fails to report for work or call in for three (3) consecutive calendar days they will be considered to have abandoned their job and will be terminated.

**Family members may only notify the Airport Authority of an employee's absence if the employee is physically unable to. The Airport must immediately be notified of all absences.**

## **Attitude**

Every employee should display a respectful attitude toward their job. A negative attitude creates a difficult working environment and prevents the Grand Junction Regional Airport from providing quality service to our customers.

## **Bulletin Boards**

Grand Junction Regional Airport may maintain a bulletin board(s) as a source of information. This bulletin board is to be used solely to post information approved by the Grand Junction Regional Airport regarding Grand Junction Regional Airport policies, governmental regulations, and other matters of concern to all employees and related to the employees' employment by the Grand Junction Regional Airport. No information may be placed on these bulletin boards without the prior approval of Human Resources.

## **Airport Keys/Entry Cards**

Each Grand Junction Regional Airport employee to whom a key and/or entry card is given is responsible for proper use of that key and/or entry card and will be required to sign for it. A lost or misplaced key and/or entry card must be reported immediately to your supervisor. Never duplicate or loan a key and/or entry card to anyone for any reason. See your supervisor if you need another key and/or entry card. All keys and/or entry cards must be turned in to the Security Department upon separation from the Grand Junction Regional Airport. Employees who take a leave of absence must turn in any keys and/or entry cards prior to beginning their leave.

## **Airport Relationships Policy**

Grand Junction Regional Airport has adopted this policy in recognition of its responsibility to provide guidelines on and to caution employees of the potential problems posed by romantic and sexual relationships with other employees. These problems include conflicts of interest, interference with the productivity of coworkers, and potential charges of sexual harassment. These problems can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate position.

Grand Junction Regional Airport does not prohibit consensual amorous relationships between employees, but it does impose the following restrictions:

- Grand Junction Regional Airport prohibits supervisors and managers from engaging in

amorous or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such relationship immediately. If such a relationship exists, supervisors and managers are required to take steps to resolve any potential conflict of interest or impropriety created by the relationship.

- All employees must avoid amorous or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.
- All employees are expected to behave in a professional manner and avoid inappropriate displays of affection, etc., in the work environment.

If you have any questions, or would like to discuss this policy further, please contact Human Resources.

## **Airport Vehicles**

Only authorized employees may use Grand Junction Regional Airport vehicles. If a Grand Junction Regional Airport vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately.

You must hold a valid State driver's license for the class of vehicle you are driving. Further, you may never use a motorcycle to conduct either business or provide transportation for a customer or fellow employee. All people in Grand Junction Regional Airport vehicles are required to use their seatbelts. Not using seatbelts in a Grand Junction Regional Airport vehicle may lead to disciplinary action, up to and including termination.

Only people authorized by your supervisor can be passengers in Grand Junction Regional Airport vehicles. Permitting unauthorized passengers may lead to disciplinary action, up to and including termination.

You must notify the Grand Junction Regional Airport immediately of any change in the status of your driving record. Any employee whose duties include the operation of Grand Junction Regional Airport or customer vehicles who is cited for D.U.I. or for any other alcohol or drug-related moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review. Any employee whose duties include the operation of Grand Junction Regional Airport or customer vehicles who becomes uninsurable under the Grand Junction Regional Airport's liability policy will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

If an employee receives a traffic citation while operating a Grand Junction Regional Airport or customer vehicle, the employee will be responsible for paying any fine or penalty. If an employee is involved in a traffic accident while operating a Grand Junction Regional Airport or customer vehicle, the employee is required to call a police officer to the scene of the accident. The employee must report the accident to their supervisor or Human Resources immediately. Do not attempt to render medical care or assistance beyond your ability.

## **Company Issued Cell Phones, Radios, Computers, E-Mail, Voice Mail, and Internet**

The following policy governs the use of all Grand Junction Regional Airport-owned computers, personal computers used for Grand Junction Regional Airport business, e-mail and voice mail systems, and Internet access via Grand Junction Regional Airport computers and/or data lines. Personal computers used for Grand Junction Regional Airport business include laptops or home computers that are connected to the Grand Junction Regional Airport's network on a regular or intermittent basis.

All Grand Junction Regional Airport computers, e-mail and voice mail facilities, and Internet access accounts are the Grand Junction Regional Airport's property to be used to facilitate the business of the Grand Junction Regional Airport. All information that is temporarily or permanently stored, transmitted, or received with the aid of the Grand Junction Regional Airport's computers, e-mail (including personal password-protected web-based e-mail) and Internet remain the sole and exclusive property of the Grand Junction Regional Airport. As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access the Grand Junction Regional Airport's computers, voice mail, e-mail and Internet systems in any manner that is unlawful, inappropriate, wasteful of Grand Junction Regional Airport resources, or contrary to the Grand Junction Regional Airport's best interests. These electronic tools are provided to assist employees with the execution of their job duties and should not be abused.

### **Cell Phone Issuance and Usage**

An airport cell phone may be issued under one or more of the following conditions:

- Job responsibilities require an employee to be away from regular landline access for extended periods of time and communication by the employee is necessary to fulfill job objectives.
- Cell phone use enhances the employee's personal safety on the job and provides communication during emergencies.
- The employee's role requires the ability to always conduct two-way communication.

The Airport entrusts employees with communications equipment to enhance productivity and safety. It is the employee's responsibility to use the equipment prudently to ensure the safety of themselves, their co-workers, and the public. Cell phones provided by the Airport are the property of the Airport and are to be used to conduct Airport business.

Employee responsibilities for use of Airport-owned cell phones include:

- Protecting the Airport-owned cell phone from theft, loss, or damage.

- Immediately reporting loss or theft to supervisor or department head.
- As cell phone calls are not secure, using discretion while making sensitive or confidential calls.

The Airport reserves the right to monitor the use of all Airport-owned cell phones. Cell phone use in violation of any local, state, or federal law is prohibited. Cell phone use in violation of department work policies or for the purpose of personal financial gain is prohibited.

Airport-issued cell phones are issued for work-related activities. While it is understood that occasional personal calls of short duration may be necessary when no other immediate means of communication is available, personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal calls and should recognize that the Airport incurs costs for each minute of airtime. Detailed phone call billing statements and records are subject to public records requests.

### **Bring Your Own Device**

Under the Bring You Own Device Policy, eligible employees may choose to use their personal cell phone instead of the Airport issuing a separate one.

This Bring Your Own Device Policy (“BYOD Policy”) applies to employees who have purchased and use personal electronic devices for business purposes (“Dual-Use Devices”). The purpose of this BYOD Policy is to inform employees on the proper use of such devices and to set security guidelines. Protecting secure access to Grand Junction Regional Airport’s private network and data is of paramount importance and cannot be overstated or ignored.

Employees may only use personal electronic devices for business purposes with the express written authorization of the employee’s Department Manager, and upon providing written consent to the terms of this BYOD Policy. The ability to use a Dual-Use Device is a privilege that may be terminated by the Grand Junction Regional Airport at any time.

This BYOD Policy applies to all work performed on a personal electronic device on behalf of the Grand Junction Regional Airport, whether during working or non-working hours, and on or off the premises of the Grand Junction Regional Airport.

**All Other GRAND JUNCTION REGIONAL AIRPORT Policies Apply:** Nothing in this BYOD Policy in any way alters the existing Grand Junction Regional Airport Equal Employment Opportunity Policy, Policy Against Unlawful Harassment, and Discrimination or Internet Usage Policy found in the Employee Handbook. Employees may not use their Dual-Use Devices in any way that violates the Grand Junction Regional Airport’s policies against unlawful discrimination, harassment, or retaliation or the policy related to acceptable internet usage.

**Wiping a Lost/Stolen/Compromised Device:** In an effort to secure sensitive Grand Junction Regional Airport data, the Grand Junction Regional Airport may delete, or “wipe”,

all the Grand Junction Regional Airport data stored on a device in the event the device is lost or stolen, or a security breach is detected. “Wiping” Grand Junction Regional Airport data may affect other personal applications and data. The Grand Junction Regional Airport will not be responsible for loss or damage of personal applications or data resulting from the use of Grand Junction Regional Airport applications or the “wiping” of Grand Junction Regional Airport information.

**Privacy:** No employee should expect any privacy in communications over the Internet and the Grand Junction Regional Airport’s network. Violations of this Policy may be discovered by routine maintenance and monitoring of the Grand Junction Regional Airport’s electronic communication systems and network, any method stated in this BYOD Policy, or pursuant to any legal means. The employee consents to the Grand Junction Regional Airport monitoring, accessing, investigating, “wiping”, preserving, using and/or disclosing any electronic communications that utilize the Grand Junction Regional Airport’s networks in any way, including data, voicemail, telephone logs, text messages, Internet use, network traffic, etc., to the extent permitted by law. The Grand Junction Regional Airport reserves the right to review, retain, or release personal and Grand Junction Regional Airport-related data on Dual-Use Devices to government agencies or third parties during an investigation or litigation.

The Grand Junction Regional Airport is a public entity and is therefore subject to State and Federal open records laws. All employees’ work-related communication on a Dual-Use-Device is subject to open records requirements to the extent the law provides. No employee should expect privacy while using a Dual-Use Device.

**Location:** Your device’s location must always be enabled.

**Protection of the Grand Junction Regional Airport’s Confidential Information:** As part of their employment with the Grand Junction Regional Airport, employees may be exposed to and/or provided with confidential and proprietary information (“Confidential Information”) of the Grand Junction Regional Airport relating to the operation of the Grand Junction Regional Airport’s business and its customers.

“Confidential Information” means information belonging to the Grand Junction Regional Airport, whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that has been provided to employees during their employment with the Grand Junction Regional Airport and/or employees have gained access to while employed by the Grand Junction Regional Airport and/or were developed by employees in the course of their employment with the Grand Junction Regional Airport, that is proprietary and confidential in nature.

Part of the consideration employees provide to the Grand Junction Regional Airport in exchange for their employment and continued employment with the Grand Junction Regional Airport is their agreement and acknowledgement that all Confidential Information developed, created or maintained by them shall remain at all times the sole property of the Grand Junction

Regional Airport, and that if the Grand Junction Regional Airport's Confidential Information were disclosed or used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to the Grand Junction Regional Airport.

Employees will not, except as required in the conduct of the Grand Junction Regional Airport's business or as authorized in writing by the Grand Junction Regional Airport, disclose or use during their term of employment or subsequent thereto any Confidential Information. Furthermore, all records, files, plans, documents and the like relating to the business of the Grand Junction Regional Airport which employees prepare, use or come in contact with shall be and shall remain the sole property of the Grand Junction Regional Airport and shall not be copied without written permission of the Grand Junction Regional Airport and shall be returned to the Grand Junction Regional Airport on termination or cessation of employment, or at the Grand Junction Regional Airport's request at any time.

**Compliance with Software Configuration and Updates:** The Grand Junction Regional Airport may install security software which may need to be configured or updated from time to time. Employees are required to comply with all instructions regarding the configuration of the Dual-Use Device and to assist in updating the Dual-Use Device. No employee shall disable any network software or system identified as a monitoring tool.

**Required Security Practices:** Employees must take care to physically secure their device against theft, loss, or unauthorized use. Dual-Use Devices are required to have a password to access them, and a five-minute inactivity lockout designed to secure the device if left unattended.

**Lost/Stolen Dual-Use Devices:** If the Dual-Use-Device is lost or stolen, the employee must immediately contact the employee's Department Manager. All iPhones/iPads are required to have the Find My iPhone/iPad application active to assist in locating a lost or stolen Dual-Use-Device.

The Grand Junction Regional Airport will not be liable for lost or stolen Dual-Use Devices.

**Damage of Dual-Use Devices:** Employees are responsible for all charges incurred from the use of their Dual-Use Device. If an employee's phone is damaged, whether the damage occurs at work or on personal time, the employee shall be responsible for the cost of replacing the Dual-Use Device.

**Voice/Data/E-mail Stipend:** . The Grand Junction Regional Airport provides eligible employees a monthly stipend equally to the current market value to reimburse employees for the Grand Junction Regional Airport's portion of the voice/data/e-mail cellphone plan. The dollar amount will be evaluated and determined by the Airport Authority annually. Eligible employees are those that are required to carry a cell phone for job related duties and may need to respond to the Airport in emergency situations. The Grand Junction Regional Airport may track the use of Dual-Use Devices for work purposes to ensure that employees are compensated to the extent the work performed is reasonable and necessary and reimbursement is required by state or federal law.

**Voice Messages and Ring-Back Tones:** Employees must assure the highest level

of professionalism while utilizing Dual-Use Devices. It is required that all employees utilizing a Dual- Use Device provide for professional voice message recordings and professional ring-back tones.

**Video and Audio Recording Capabilities:** To maintain the security of the Grand Junction Regional Airport’s premises, and privacy of employees and customers, employees whose Dual-Use Devices have camera, video or recording capabilities are strictly prohibited from using those functions on Grand Junction Regional Airport property for unauthorized photography and audio or video recording of its employees, confidential documents, or customers.

**Safety Issues for Dual-Use Devices:** Employees are required to either use a handheld device or refrain from using their Dual-Use Devices to conduct Grand Junction Regional Airport- related business communications while operating a vehicle. This prohibition includes using a Dual- Use Device to place or receive calls or voicemail messages, read, or respond to e-mails, text messages, or instant messages, surf the Internet, or for any other purpose related to the Grand Junction Regional Airport’s business while operating a vehicle. Such devices should be used only if the vehicle is off the road and parked unless there is an emergency.

Employees who are charged with traffic accidents or violations resulting from the use of their Dual-Use Device while driving will be solely responsible for all liabilities resulting from such actions.

**Restricted Access during Administrative Leave:** Employees are prohibited from using their Dual-Use Devices for work purposes during periods of administrative leave without prior authorization from the Grand Junction Regional Airport’s Executive Director. The Grand Junction Regional Airport reserves the right to deactivate an employee’s access to Grand Junction Regional Airport e-mail and/or networks during periods of unpaid leave.

**Grand Junction Regional Airport Property:** Regardless of whether the employee is using his/her personally owned Dual-Use Device, all information regarding Grand Junction Regional Airport business, other employees, vendors, clients, etc., remains the sole and exclusive property of the Grand Junction Regional Airport.

**Providing Device/Data upon Replacement, Upgrade, or On-Demand:** Upon the request of the Airport, the Employee agrees to produce all Dual-Use Devices for inspection so that the Grand Junction Regional Airport’s IT Services Provider may remove all Grand Junction Regional Airport data for all the following reasons:

1. Termination
2. Resignation
3. Administrative Leave
4. Phone Upgrade
5. Phone Replacement

Additionally, should the need arise to retrieve data from any Dual-Use Device for the Grand Junction Regional Airport to comply with litigation holds, internal or regulatory investigations, or

record retention obligations, the employee agrees to produce all Dual-Use Devices for physical inspection and preserve the data, and not destroy or alter it, until it can be copied from the Dual-Use Devices.

**Enforcement:** Violation of this BYOD Policy may result in disciplinary action up to and including immediate termination of employment and any applicable civil and/or criminal prosecution under local, state, and federal laws.

Employee must sign the Employee Acknowledgement to participate in the BYOD program.

### **Personal Use of Grand Junction Regional Airport-Provided Handheld Devices**

Where job or business needs demand immediate access to an employee, the Grand Junction Regional Airport may issue a business-owned handheld device to an employee for work-related communications. These handheld devices should be used in accordance with this policy. The Grand Junction Regional Airport reserves the right to deduct from an employee paycheck any charges incurred for an employee's personal or unauthorized use of the handheld devices.

### **Recording Devices**

To maintain the security of our premises and systems, and the privacy of our employees and customers, the Grand Junction Regional Airport prohibits unauthorized photography, and audio or video recording of its employees, confidential documents, or customers. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities. Employees may not use a cell phone, camera phone, tablet, PDA, or any other handheld device in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other Grand Junction Regional Airport policies. Employees may not use a cell phone, camera phone, tablet, PDA, or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

### **Safety Issues for Handheld Devices**

Employees are required to refrain from using their handheld devices while driving in connection with their job duties, except as set forth below. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull over to the side of the road, safely stop the vehicle, and put the vehicle in park before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. Employees who are driving may not use any electronic wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages under any circumstance.



Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

### **Special Responsibilities for Managerial Staff**

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

### **Grand Junction Regional Airport Property**

All software that has been installed on Grand Junction Regional Airport computers and personal computers used for Grand Junction Regional Airport business is Grand Junction Regional Airport property and may not be used for any non-business, unlawful or improper purpose. In addition, all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on Grand Junction Regional Airport computers, and all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on non-Grand Junction Regional Airport computers used for Grand Junction Regional Airport business that relates in any manner to the Grand Junction Regional Airport's business is subject to monitoring by the Grand Junction Regional Airport, is the exclusive property of the Grand Junction Regional Airport and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Grand Junction Regional Airport.

Upon termination of employment, an employee shall not remove any software or data from Grand Junction Regional Airport-owned computers and shall completely remove all data collected, downloaded and/or created on non-Grand Junction Regional Airport computers used for Grand Junction Regional Airport business that relate in any manner to the Grand Junction Regional Airport's business. Upon request of the Grand Junction Regional Airport, a terminating employee shall provide proof that such data has been removed from all personal computers used for Grand Junction Regional Airport business.

### **Proper Use**

Employees are strictly prohibited from using Grand Junction Regional Airport computers, e-mail and voice mail systems, Grand Junction Regional Airport Internet access accounts, or personal computers used for Grand Junction Regional Airport business, for any improper purpose. The Grand Junction Regional Airport's Equal Employment Opportunity policy and Policy Against Unlawful Harassment and Discrimination extend to the use of the Grand Junction Regional Airport's computers, e-mail, voice mail and Internet systems and personal computers used for Grand Junction Regional Airport business. Any employee who uses the Grand Junction Regional Airport's computers, e-mail, voice mail and Internet systems in violation of these policies will be subject to discipline, up to and including immediate termination.

It is not possible to identify every type of inappropriate or impermissible use of the Grand Junction Regional Airport's computers, e-mail, voicemail, and internet systems. Employees are expected to always use their best judgment and common sense when accessing or using the Grand Junction Regional Airport's computers, e-mail, voicemail, and internet systems. The following conduct, however, is strictly prohibited:

- Employees may not transmit, retrieve, download, or store inappropriate messages or images relating to race, religion, color, sex, sexual preference, national origin, citizenship status, age, disability, or any other status protected under Federal, State, and local laws.
- Employees may not use the Grand Junction Regional Airport's computers, e-mail, voice mail and Internet systems in any way that violates the Grand Junction Regional Airport's policy against unlawful harassment, including sexual harassment. By way of example, employees may not transmit messages that would constitute sexual harassment; may not use sexually suggestive or explicit screen savers or backgrounds; may not access, receive, transmit or print pornographic, obscene, or sexually offensive material or information; and may not transmit, retrieve, download, store or print messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment. Employees are also prohibited from making threatening or harassing Statements to another employee, or to a vendor, customer, or other outside party.
- Employees are strictly prohibited from altering, transmitting, copying, downloading, or removing any proprietary, confidential, trade secret or other information of the Grand Junction Regional Airport, or of the Grand Junction Regional Airport's customers. In addition, employees may not alter, transmit, copy, or download proprietary software, databases, and other electronic files without proper and legally binding authorization.
- Employees should not download, transmit, or retrieve messages from multinet network gateways, real-time data and conversation programs including, but not limited to, instant messaging services (e.g., AOL Instant Messenger and Yahoo Messenger), Internet chat rooms and bulletin boards during their work shift, unless such activity is necessary for business purposes.
- Employees may not use or allow another individual to use the Grand Junction Regional Airport's computers, e-mail and Internet systems for any purpose that is either damaging or competitive with the Grand Junction Regional Airport or detrimental to its interests.
- Employees are strictly prohibited from using the Grand Junction Regional Airport's computers, e-mail or Internet systems in any manner that violates the Federal Anti-SPAM law.
- Employees must honor and comply with all laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information. Employees may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the Grand Junction Regional Airport's computers, e-mail, and Internet systems without prior authorization.

- Employees may not solicit personal business opportunities or conduct personal advertising through the Grand Junction Regional Airport’s computers, e-mail, or Internet systems.
- Employees may not engage in gambling of any kind, monitor sports scores, or play electronic games through the Grand Junction Regional Airport’s computers, e-mail, or Internet systems.
- Employees may not engage in day trading, or otherwise purchase or sell stocks, bonds or other securities or transmit, retrieve, download, or store messages or images related to the purchase or sale of stocks, bonds or other securities through the Grand Junction Regional Airport’s computers, e-mail, or Internet systems.
  - Please see our Social Media, Social Networking and Web Blogs Policy for information about proper use of these applications.

## **Monitoring**

Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in Grand Junction Regional Airport computers or personal computers used for Grand Junction Regional Airport business, or on the Grand Junction Regional Airport’s voicemail system may be accessed by the Grand Junction Regional Airport at any time without prior notice. Employees should have no expectation of privacy or confidentiality in such data, messages, or information (whether password-protected), or that deleted messages are necessarily removed from the system.

The Grand Junction Regional Airport’s monitoring policy may include, but is not limited to, physical inspection of home drives, memory devices, and handheld devices; review of content passing through the Grand Junction Regional Airport’s network, data lines, and other systems, review of personal e-mail (including personal web-based password-protected e-mail) and text messages accessed using Grand Junction Regional Airport computers and/or Grand Junction Regional Airport data connections; key loggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives.

## **Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Grand Junction Regional Airport’s computer system through unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may also be subject to criminal prosecution and/or substantial civil money damages.

## **Code of Professional Conduct and Conflict of Interest**

It is the policy of the Grand Junction Regional Airport Authority to set standards of professional conduct for all its Employees to foster and protect the public trust in the Airport. The Airport has an established Code of Professional Conduct; please refer to the Policy for detailed information.

Employees shall always observe and comply with ethical and professional standards and other obligations imposed by constitution, statute, or other provision of law. The Airport will not condone behavior or activities of its Employees that violate the law or participate in unethical business practices.

All Employees shall always conduct their affairs in such a manner as to avoid a conflict of interest. No Employees shall use their positions or confidential information gained in such work for personal gain or advantage.

### **Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

### **Damage to Property**

Deliberate or careless damage to the Grand Junction Regional Airport's property, as well as damage to your co-workers' or customers' property will not be tolerated. Employees who violate this rule may be subject to discipline, up to and including immediate termination.

### **Facsimile and Copy Machines**

Any non-business use of the facsimile and copy machines must be approved by management. Employees are prohibited from using these machines for the purpose of transmitting, receiving, or copying materials, which may be deemed offensive or insulting. Any employee who receives such materials via facsimile transmission, the mail, or from any other source, should report the transmission immediately to their supervisor.

### **Fraud, Dishonesty and False Statements**

No employee or applicant may ever falsify any application, medical history record, invoice, paperwork, time sheet, timecard, investigative questionnaires, or any other document. Any employee found to have falsified or made material misrepresentations or omissions on any such document will be subject to immediate termination of employment. If you observe any such violations, please report them to their supervisor immediately.

### **Gambling**

Gambling is prohibited on Grand Junction Regional Airport property or using the Grand Junction Regional Airport's property.

### **Hazardous and Toxic Materials**

If your job requires that you use hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions

about the materials you work with or the proper safety or disposal procedures to follow, please discuss them with your supervisor before taking any action.

## **Honesty**

Our credibility with our customers is critical to our success. Misrepresentation to a customer is against Grand Junction Regional Airport policy and against the law. Under the law, an employee may be held personally liable for making misrepresentations to customers. Employees are expected to be honest in their dealings with their supervisors and co-workers.

## **Housekeeping**

Employees must maintain their own work areas and keep them in a presentable manner. At the close of each business day, ensure that all equipment is cleaned and put away. Employees will not litter or discard such items as cigarettes or wrappers on the premises. Remember, the Airport wants our customers to look at us as a professional, neat organization.

Work areas must be maintained in a clean, healthy, and orderly fashion to prevent unsafe conditions and potential accidents. If you observe conditions or equipment which are potentially dangerous, report them immediately to your supervisor. It is each employee's responsibility to make sure the work area is clean and orderly at the completion of the scheduled work shift.

## **Illegal Activity**

Employees are not permitted to engage in any kind of illegal activity on duty or on Grand Junction Regional Airport's property, or while off the job which reflects detrimentally on the Grand Junction Regional Airport's reputation. "Illegal activity" is defined as any activity or conduct which violates federal or state law or local ordinance, or which would violate any rule or regulation promulgated by a federal or state agency with regulatory authority for the Airport.

## **Insubordination**

All employees have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for an employee to refuse to follow the directions of a supervisor or management official or to treat a supervisor or management official in an insubordinate manner in any respect. Employees must fully cooperate with Grand Junction Regional Airport investigations into potential misconduct. Refusal to fully disclose information during a Grand Junction Regional Airport investigation constitutes insubordination and will not be tolerated.

## **Media Inquires**

Employees must not speak to reporters on behalf of the Airport. Individuals who talk directly to reporters without going through the proper channels risk providing incorrect or confidential information. Media inquiries should be directed to either the Director of External Affairs or the Executive Director.

## **Meetings**

From time to time, individual or staff meetings may be held for the purpose of providing instruction, training, or counseling or to review Grand Junction Regional Airport operating policies. You are required to attend all Grand Junction Regional Airport meetings involving your department or which you have been asked to attend.

## **Misuse of Property**

No employee should misuse, or use without authorization, equipment, vehicles or other property of customers, vendors, other employees of the Grand Junction Regional Airport.

## **Nepotism Policy**

Members of the same family or household, and those involved in a romantic relationship, are eligible for employment with Grand Junction Regional Airport. Except as provided in this procedure, a direct supervisory relationship shall not exist between family or household members or those in a romantic relationship, nor shall one member of a family or household or romantic relationship assume the role of investigator, or decision-maker with respect to i) processing complaints or allegations from or against, or ii) making decisions on personnel matters concerning a family or household member or one with whom they have a romantic relationship.

## **Off-Duty Use of Facilities**

Employees may only access Airport Facilities in conjunction with authorized business activities. Employees are not to use Airport Identification or Access Media to access secured areas of the Airport at any time when not on official business. Employees are expressly prohibited from using Grand Junction Regional Airport property or equipment for personal use.

## **Off-Duty Social and Recreational Activities**

During the year, the Grand Junction Regional Airport may sponsor social or recreational activities for its employees. Your attendance at such social activities, however, is completely voluntary and is not work-related. Neither the Grand Junction Regional Airport nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

## **Outside Employment**

There have been times when most of us have had the opportunity or the need to have two jobs at one time. If your second job could create a potential conflict of interest e.g., for example, working for a competitor, you are required to obtain written approval, in advance, from the Executive Director.

## **Overtime and Work Schedule**

Grand Junction Regional Airport may periodically schedule overtime or weekend work to meet operational needs. The Airport will attempt to give as much advance notice as possible, and the Airport expects that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor. Hourly employees who work overtime will be compensated at a rate of one and one-half times their normal pay for all overtime hours worked. Any overtime work not scheduled by the Grand Junction Regional Airport must be pre-approved by your supervisor. Working overtime without your supervisor's approval may result in discipline, up to and including termination.

Your supervisor will inform you of the hours you are to work. Due to changing needs of our operations, your actual work schedule may vary from time to time. If it does, you will be notified by your supervisor. Management retains the right to reassign employees to a different shift where it is necessary for the efficient operation of the Grand Junction Regional Airport.

## **Parking**

So that the Airport will have sufficient and convenient parking for our customers, we require all our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

## **Personal Appearance and Behavior**

The Airport expects all employees to use good judgment in choosing dress and appearance and to present a neat, well-groomed appearance and a courteous disposition. The Airport feels that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Employees should dress and present themselves in a business-like manner that reflects professional standards. Flashy, skimpy, tight-fitting, revealing, and offensive and other non-business-like clothing are unacceptable. Employees who are provided with Grand Junction Regional Airport uniforms should keep them in a neat and clean condition. Some Employees are required to wear their provided uniforms during working hours. Please ask your supervisor if you are required to wear a uniform. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

All employees are prohibited from reporting to work with any vulgar, offensive, profane, discriminatory, or like visible tattoos on their skin. Additionally, facial tattoos of any kind are prohibited. Any employee who has a tattoo that would be considered vulgar, offensive, profane, or discriminatory must completely cover the tattoo while the employee is working. Employees should keep this rule in mind when considering potential new tattoos.

Similarly, all employees are prohibited from reporting to work with visible piercings other than ear piercings with standard gauges. Any employee who has any other piercing that might be visible

might be asked to always plug the piercing with a skin-toned or invisible piercing retainer while the employee is working.

Employees are also expected to always behave and conduct themselves in a professional manner in the workplace. Unprofessional behavior in the workplace, such as inappropriate comments, jokes, gestures, printed materials, sexually related conversations, inappropriate touching of another employee (including, but not limited to, kissing, hugging, massaging, and sitting on laps), and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

Employees are expected to always observe the Grand Junction Regional Airport's personal appearance and behavior policy while at work.

### **Personal Mail**

All mail which is delivered to Grand Junction Regional Airport is presumed to be related to our business. Mail sent to you at the Grand Junction Regional Airport will be opened by office personnel and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Grand Junction Regional Airport postage meters and letterhead may not be used for personal correspondence.

### **Personal Telephone Calls and Visits**

The Airport has a limited number of telephone lines at Grand Junction Regional Airport, and it is essential that we keep those lines open for business calls. Therefore, we ask our employees to refrain from making or receiving personal calls except in emergencies. International business calls must be cleared by your supervisor unless your job duties include the routine making of long-distance calls. Under no circumstances are employees permitted to use Grand Junction Regional Airport telephones to call "900" lines or similar pay-per call services. Employees who violate this policy will be personally liable for unauthorized calls and will be subject to discipline, up to and including immediate termination.

Personal visits by friends or relatives during work hours can be disruptive to our operations and are strongly discouraged. If you receive a non-business-related visit from a friend or relative, you must notify your supervisor at the time of your guest's arrival and departure. Non-employees are strictly forbidden from entering unauthorized areas.

### **Personnel Records**

Recognizing the confidential nature of the information in your personnel record, Grand Junction Regional Airport limits access to the personnel records to you and those with proper authorization or pursuant to legal process. Personnel files are the property of Grand Junction Regional Airport



and will be treated the same as any other confidential Grand Junction Regional Airport information.

No documents contained in your personnel file will be released without your consent, except pursuant to legal process. Any records of medical evaluation results will be maintained in a separate file, in accordance with legal requirements, and may only be reviewed by authorized individuals.

You may review your own personnel file with Human Resources or the Executive Director present to answer any questions, and you may request copies of all documents that you have previously signed or received. You may also correct or clarify personal information contained in your personnel file. Additionally, a manager may review your personnel file if you have a current reporting relationship to that manager or have been interviewed and are being considered for a position reporting to that manager. Your personnel records also are subject to review by investigative agencies, or during periodic internal audits conducted by the Grand Junction Regional Airport.

## **Poor Performance**

Employees are expected to make every effort to learn their job and to always perform at a level satisfactory to the Grand Junction Regional Airport. The following procedure may be used by Grand Junction Regional Airport in matters concerning unacceptable job performance or behavior, or disciplinary action. It is merely a framework for handling performance, behavior, or disciplinary problems, and does not guarantee that a set procedure will be followed in every case. Grand Junction Regional Airport retains the right to evaluate each case of unacceptable job performance or problem behavior and to take whatever disciplinary action it deems appropriate based on the total circumstances involved, including immediate termination, where appropriate.

Grand Junction Regional Airport management or an employee's supervisor will advise the employee verbally if he or she is not performing to acceptable standards. Documentation will be added to the employee's personnel file at this time. If satisfactory improvements are not made after a verbal warning, a written warning will be given to the employee for review and placed in the employee's personnel file. If the employee's performance does not improve to an acceptable level, further action will be taken, which may include suspension or termination.

## **Protection of the Grand Junction Regional Airport's Confidential Information**

As part of their employment with the Grand Junction Regional Airport, employees may be exposed to and/or provided with confidential and proprietary information ("Confidential Information") of the Grand Junction Regional Airport relating to the operation of the Grand Junction Regional Airport's business and its customers.

"Confidential Information" means information belonging to the Grand Junction Regional Airport, whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that has been provided to employees during their

employment with the Grand Junction Regional Airport and/or employees have gained access to while employed by the Grand Junction Regional Airport and/or were developed by employees in the course of their employment with the Grand Junction Regional Airport, that is proprietary and confidential in nature.

Part of the consideration employees provide to the Grand Junction Regional Airport in exchange for their employment and continued employment with the Grand Junction Regional Airport is their agreement and acknowledgement that all Confidential Information developed, created or maintained by them shall remain at all times the sole property of the Grand Junction Regional Airport, and that if the Grand Junction Regional Airport's Confidential Information were disclosed or used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to the Grand Junction Regional Airport.

Employees will not, except as required in the conduct of the Grand Junction Regional Airport's business or as authorized in writing by the Grand Junction Regional Airport, disclose or use during their term of employment or subsequent thereto any Confidential Information. Furthermore, all records, files, plans, documents and the like relating to the business of the Grand Junction Regional Airport which employees prepare, use or come in contact with shall be and shall remain the sole property of the Grand Junction Regional Airport and shall not be copied without written permission of the Grand Junction Regional Airport and shall be returned to the Grand Junction Regional Airport on termination or cessation of employment, or at the Grand Junction Regional Airport's request at any time.

## **Publicity**

While advertising, public relations or other similar conduct for business purposes, the Grand Junction Regional Airport may utilize media resources. The Grand Junction Regional Airport may use your photograph, picture, and/or voice transcription for promotion or advertising at any time without compensation. When possible, permission will be sought before publishing photography of individual Employees.

## **Safety**

It is our policy to promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition to your supervisor. Each employee shall be instructed regarding the Grand Junction Regional Airport's injury prevention program. Each employee is expected to assist Grand Junction Regional Airport in maintaining safe working conditions. Safety is a State of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

All accidents -- including those which do not involve serious injury and those involving customers -- must be reported as soon as you are able to your supervisor in accordance with our Accident Reporting Policy. It is only through full knowledge of every accident that the Grand Junction Regional Airport can become a safer, healthier place to work for everyone.

## **Searches, Inspections & Workplace Privacy**

To protect the safety and property of all our employees, the Grand Junction Regional Airport reserves the right to inspect employees' lockers, desks, cabinets, briefcases, bags, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Grand Junction Regional Airport property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

The Airport takes all reasonable and required steps to protect confidential employee documents and information from unauthorized disclosure. While at work or engaged in work-related activities, employees should have no expectation of privacy in connection with their access and use of Company equipment and devices. Surveillance cameras and/or other monitoring may be used anywhere on Airport property, subject to local, state, and federal law. In order to protect the safety and property of all of our employees, the Airport reserves the right to inspect employees' lockers, desks, cabinets, briefcases, bags, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Airport property. You are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

## **Sleeping**

Everyone needs to be fully alert while on the job to protect the safety of all employees and to properly serve our customers. Therefore, sleeping or inattention on the job will not be tolerated and may lead to immediate discipline, up to and including termination.

## **Smoking**

Smoking is prohibited in all Grand Junction Regional Airport buildings and vehicles. Smoking must be confined to designated outdoor areas. For safety reasons, smoking is prohibited in all areas where paint and flammable materials are present. Because smoking in the presence of some customers and co-workers may be offensive to them, we expect that employees who choose to smoke will exercise good judgment as to when and where they smoke.

## **Social Media, Social Networking and Web Blogs Policy**

This policy governs employee use of social media, including any online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites including, but not limited to, Facebook, MySpace, Digg, Flickr, Twitter, LinkedIn, and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy.

The Grand Junction Regional Airport respects the rights of all employees to use social media. However, because communications by Grand Junction Regional Airport employees on social media could, in certain situations, negatively impact business operations, customer relations, or

create legal liabilities, it is necessary for the Grand Junction Regional Airport to provide these guidelines. For example, there are special requirements applicable to publishing promotional content online. Promotional content is content designed to endorse, promote, sell, advertise, or otherwise support a Grand Junction Regional Airport products or services. These guidelines are intended to address these and other similar matters.

In addition to ensuring that employee use of social media does not create any legal liabilities, these guidelines are intended to ensure employees understand the types of egregious conduct that is prohibited. This policy will not be interpreted or applied to interfere with the protected rights of employees to discuss or share information related to their wages, benefits, and terms of employment amongst themselves or with outside parties.

Employees engaging in use of social media are subject to all of the Grand Junction Regional Airport's policies and procedures, including, but not limited to, the Grand Junction Regional Airport's policies: (1) protecting certain confidential information related to the Grand Junction Regional Airport's operation; (2) safeguarding Grand Junction Regional Airport property; (3) prohibiting unlawful discrimination, harassment and retaliation; and (4) governing the use of Grand Junction Regional Airport computers, telephone systems, and other electronic and communication systems owned or provided by the Grand Junction Regional Airport.

Employees are prohibited from the following:

- Using or disclosing the Grand Junction Regional Airport's confidential information related to products, production processes, designs, or using or disclosing documents or similar information that has been designated or marked as business sensitive, confidential/private, intellectual property, or business use only. Examples of confidential information include customer information and security-related information, and do not include information related to wages and other personnel issues.
- Using social media to post or to display comments about co-workers, supervisors, customers, vendors, suppliers, or members of management that are vulgar, obscene, physically threatening or intimidating, discriminatory, harassing, or otherwise constitute a violation of the Grand Junction Regional Airport's workplace policies against discrimination, retaliation, harassment, or hostility on account of any protected category, class, status, act, or characteristic.
- Using Grand Junction Regional Airport trademarks or logos in a manner that would mislead or confuse the public or customers about the source of the Grand Junction Regional Airport's products.
- Posting or displaying content that is an intentional public attack on the quality of the Grand Junction Regional Airport's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Grand Junction Regional Airport's business and reduce its income and is unrelated to any employee concern involving wages, benefits, or conditions of employment.

- Unless authorized and approved by the Grand Junction Regional Airport, disclosing, or publishing any promotional content, as defined above, about the Grand Junction Regional Airport or its products. If content regarding a Grand Junction Regional Airport product or service could be relied on by the public or customers, employees should indicate that their views are their own and do not reflect the views of the Grand Junction Regional Airport.
- Engaging in activities that involve the use of social media that violate other established Grand Junction Regional Airport policies or procedures.
- Using social media while on work time, which is the time employees are engaged in work, unless it is being done for Grand Junction Regional Airport business and with the authorization of the Grand Junction Regional Airport.
- Posting a photograph of a supervisor, manager, vendor, supplier, or customer without their express permission.

Violations of this policy may result in disciplinary action up to and including termination. If you have any questions about this policy, contact your supervisor or Human Resources. Employees should comply with any Grand Junction Regional Airport request to limit their communications temporarily or permanently to matters unrelated to the Grand Junction Regional Airport’s business operations if the Grand Junction Regional Airport believes it is necessary and advisable to ensure compliance with security regulations or other related laws.

Employees should know that the Grand Junction Regional Airport has the right to and will monitor the use of its computer, telephone, and other equipment and systems, as well as any publicly accessible social media. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed on publicly accessible online social media may be accessed by the Grand Junction Regional Airport at any time without prior notice. This is particularly true in cases involving the use of Grand Junction Regional Airport equipment or systems.

NOTHING IN THIS POLICY IS INTENDED TO UNLAWFULLY RESTRICT AN EMPLOYEE’S RIGHT TO ENGAGE IN ANY OF THE RIGHTS GUARANTEED TO THEM BY § 7 OF THE NATIONAL LABOR RELATIONS ACT, INCLUDING BUT NOT LIMITED TO, THE RIGHT TO ENGAGE IN CONCERTED PROTECTED ACTIVITY FOR THE PURPOSES OF THEIR MUTUAL AID AND/OR PROTECTION. NOTHING IN THIS POLICY WILL BE INTERPRETED, APPLIED, OR ENFORCED TO INTERFERE WITH, RESTRAIN, OR COERCE EMPLOYEES IN THE EXERCISE OF § 7 RIGHTS.

### **Solicitation - Distribution Policy**

Our main job at Grand Junction Regional Airport is to provide safe and secure facilities and give our customers the best service possible. To allow employees to provide our customers and their jobs with their undivided attention, the solicitation by an employee of another employee for the support of any organization is prohibited during the working time of either employee. In addition, the distribution of advertising materials, handbills or other literature is always prohibited in all

working areas and sales areas. E-Mail, facsimile machines, and voice mail may not be used to advertise or solicit employees.

## **Theft**

Our society has laws against theft, and we have strict rules mirroring these laws. To protect you, your co-workers, and Grand Junction Regional Airport, we reserve the right to inspect all purses, briefcases, packages, lockers, and vehicles on the Grand Junction Regional Airport's property. If you remove Grand Junction Regional Airport property from the premises, you must obtain written permission in advance from your supervisor.

## **Unauthorized Interviews**

As a means of protecting yourself and the Grand Junction Regional Airport, no unauthorized interviews are permitted to be conducted by individuals representing themselves as attorneys, peace officers, investigators, reporters, or someone who wants to "ask a few questions." If you are asked questions about the Grand Junction Regional Airport or its current or former employees by any person, you are directed to refer that individual(s) to a Department Director or the Executive Director. A decision will then be made as to whether that individual may conduct any interview and they will be introduced to you by a Department Director, or Executive Director, with a reason for the questioning.

## **Workplace Violence Policy**

Grand Junction Regional Airport has a zero-tolerance policy for violent acts or threats of violence against our employees, applicants, customers, or vendors.

The Airport does not allow fighting, or threatening words or conduct. Weapons of any kind are strictly prohibited and not permitted on Grand Junction Regional Airport premises at any time.

No employee should commit or threaten to commit any violent act against a co-worker, applicant, customer, or vendor. This includes discussions of the use of dangerous weapons, even in a joking manner.

Any employee who is subjected to or threatened with violence by a co-worker, customer, or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to his/her supervisor or manager as soon as possible.

All threats should be taken seriously. Please bring all threats to our attention so that we can deal with them appropriately. All threats will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible.

## **Career Development and Changes in Status**

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### **Advancement**

Grand Junction Regional Airport believes in promoting from within the Grand Junction Regional Airport. A promotion may be based on various factors, including but not limited to quality and quantity of work, prior job performance, experience, educational background, reliable attendance and punctuality, safety record, and the ability to work well with others. The Airport reserves the right to look outside the organization if we feel that an employee with the best qualifications cannot be found within the organization.

### **Performance Evaluations**

Employee performance will be evaluated annually by management personnel. New employees will receive an initial performance evaluation 6-months following that start of their employment. The evaluation may consist of a personal interview during which an employee's strengths and weaknesses will be evaluated and recommendations for improvement may be made. These interviews help to identify the short- and long-range goals of employees and determine how such goals interrelate with the Grand Junction Regional Airport's purpose and objectives.

Any recommendation for promotion, a change of duties, or an increase in pay must be approved by the Department Director before any change takes effect. A performance evaluation does not guarantee a change in pay or duties, nor does it guarantee continued employment.

### **Changes in Personnel Records**

To keep your personnel records up to date, to ensure that the Grand Junction Regional Airport can contact you, and to ensure that the appropriate benefits are available to you, you are expected to notify the Grand Junction Regional Airport promptly of any change of name, address, phone number, number of dependents, or other applicable information.

### **Outside Inquiries Concerning Employees**

All inquiries concerning employees from outside sources should be directed to Human Resources. No information should be given regarding any employee by any other employee or manager to an outside source.

## **Involuntary Termination**

Employees terminated at the will of the Grand Junction Regional Airport will be paid all earned, but unpaid, wages at the time of termination. If the accounting department is closed at the time, the employee will be paid within six hours after the accounting department reopens.

## **Exit Interview**

Any employee leaving Grand Junction Regional Airport may be required to attend an exit interview conducted by Human Resources. The purpose of the interview is to determine the reasons for termination and to resolve any questions of compensation, Grand Junction Regional Airport property or other matters related to the termination.

## **To Sum It All Up**

This handbook highlights your opportunities and responsibilities at Grand Junction Regional Airport. It is a guide to your bright future here. By always keeping the contents of the handbook in mind, you should be successful and happy in your work at Grand Junction Regional Airport. Once again, welcome to our Grand Junction Regional Airport, and we look forward to working with you.



## EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have received a copy of the Grand Junction Regional Airport (“Grand Junction Regional Airport”) Employee Handbook and I will familiarize myself with its contents.

1. I acknowledge that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment or any other contractual rights or obligations, and that my employment, position, and compensation at the Grand Junction Regional Airport are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Grand Junction Regional Airport. Both I and the Grand Junction Regional Airport have the right to terminate my employment at any time, with or without cause or notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Grand Junction Regional Airport concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Grand Junction Regional Airport and/or the circumstances under which my employment may be terminated.
2. This is the entire agreement between myself and the Grand Junction Regional Airport regarding the length of my employment, and the reasons for termination of my employment, and this agreement supersedes all prior agreements regarding these issues. Oral representations or agreements made before or after employment do not alter this Agreement.
3. If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed, and the remainder of this Agreement shall be enforceable

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature \_\_\_\_\_

Print Full Name \_\_\_\_\_

Date \_\_\_\_\_

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	Consent to Lease Assignment – GMF Investments, LLC and Obviously Adrian Aviation, LLC		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Consent to assignment of Ground Lease from GMF Investments, LLC to Obviously Adrian Aviation, LLC, and authorize the Executive Director to consent to the assignment.		
SUMMARY:	GMF Investments, LLC is transferring its property at 2857 Aviators Way to Obviously Adrian Aviation, LLC. The Lease to be assigned has an initial expiration date of May 31, 2036 with two five-year renewal options remaining, subject to the conditions set forth in the Lease. The Authority's consent is required to effectuate the Lease assignment from GMF Investments, LLC to, Obviously Adrian Aviation, LLC.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	None		
ATTACHMENTS:	Assignment of Ground Lease Agreement and Consent to Assignment. Full lease document available upon request.		
STAFF CONTACT:	Cameron Reece creece@gjairport.com (970) 248-8594		

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## ASSIGNMENT OF AERONAUTICAL USE GROUND LEASE AND CONSENT TO ASSIGNMENT

This Assignment of Aeronautical Use Ground Lease and Consent to Assignment (this "Agreement") is entered into as of the 21st day of January 2025, by GMF Investments, LLC ("GMF"), and Obviously Adrian Aviation, LLC ("OAA"), and which is consented to by the GRAND JUNCTION REGIONAL AIRPORT AUTHORITY ("GJRAA") (together the "Parties").

### Recitals

WHEREAS, GJRAA and GMF entered into an Aeronautical Use Ground Lease, with a commencement date of May 22, 2019, and a term that will expire on May 31, 2036, subject to two, 5-year extensions ("Lease").

WHEREAS, GMF is in the process of transferring the improvements on the leased premises ("Improvements") to OAA and seeks to assign the Lease to OAA.

WHEREAS, transfer of the Improvements and assignment of the Lease require GJRAA's written consent.

THEREFORE, in consideration of the agreements set forth herein, as well as for other good and valuable consideration, all Parties agree as follows:

### Agreement

1. GMF hereby assigns and transfers to OAA all of its rights, title, and interest in, to, and under the Lease. OAA hereby accepts the assignment of the Lease and agrees to assume and perform all obligations, liabilities, and responsibilities of GMF under the Lease, which will arise or be incurred, or which are required to be performed, on or after the closing between GMF and OAA for the transfer of the Improvements. GMF will remain responsible for all obligations, liabilities, and responsibilities under the Lease which accrued prior to the closing.
2. This Agreement is to become effective on the date of the closing for the transfer of the Improvements, which date is December 23 2024 (to be handwritten by the GJRAA and final copies of the Agreement transmitted to the Parties). This date shall be referred to herein as the "Effective Date". Should such closing not be completed by **March 1, 2025**, this Agreement, including the consent of GJRAA, shall become null and void.
3. Subject to the conditions set forth in Paragraph 2, above, GJRAA releases GMF from any and all obligations under the Lease that accrue on or after the Effective Date, except for any hold harmless and/or indemnification obligations that GMF may have under the Lease, but which may arise after the Effective Date. However, this release is contingent upon OAA's agreement to assume and perform all obligations, liabilities, and responsibilities of GMF under the Lease. Additionally, this release shall not be construed as a consent or waiver of any rights that GJRAA has to object to any subsequent sublease or assignment of the Lease.

4. GMF hereby agrees to indemnify, defend, and hold OAA and GJRAA harmless from and against any and all liabilities, claims, demands, obligations, assessments, losses, costs, damages, and expenses of any nature whatsoever, including, but not limited to, costs and attorney's fees, which OAA or GJRAA may incur, sustain, or suffer, or which may be asserted or charged against OAA or GJRAA, as a result of GMF's actions or omissions and/or its performance or non-performance of its obligations, duties, responsibilities, covenants, and liabilities under the Lease being assigned prior to the Effective Date.

5. OAA hereby warrants, covenants, and agrees to diligently perform and discharge each and all of GMF's obligations, duties, responsibilities, and covenants under the Lease and to indemnify and hold GMF and GJRAA harmless from and against any and all liabilities, claims, demands, obligations, assessments, losses, costs, damages, and expenses of any nature whatsoever, including, but not limited to, costs and attorney's fees, which GMF or GJRAA may incur, sustain, or suffer, or which may be asserted or charged against GMF or GJRAA, as a result of OAA's actions or omissions and/or its performance or non-performance of its obligations, duties, responsibilities, covenants, and liabilities under the Lease on or after the Effective Date. Notwithstanding the generality of the foregoing, OAA hereby warrants, covenants, and agrees, for illustration and without limitation, to conduct only those permitted uses on the Improvements in accordance with Section 1.12; assume the Lease for the remaining term, including renewal and option terms, set forth in Article 3; pay all rents and fees in accordance with Article 4; remit a security deposit in accordance with Section 4.6; maintain insurance and submit required certificates in accordance with Article 8; and surrender possession upon expiration or early termination in accordance with Article 15.

6. GMF warrants and agrees that, as of the execution date of this Agreement, all payable rents, taxes, and/or assignments pertaining to the Lease or the Improvements have been paid in full.

7. OAA certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency.

8. OAA warrants and agrees to comply with the Grand Junction Regional Airport General Aviation Minimum Standards, as may be applicable to commercial aeronautical activities conducted on the leased premises.

9. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

10. This Agreement shall bind and inure to the benefit of the Parties executing this Assignment and Consent to Assignment and their respective heirs, successors, and permitted assigns.


IN WITNESS THEREOF, the Parties hereto have executed this Agreement on the date set forth below their signatures.

**GMF Investments, LLC**

By:   
Dorothy Kay Ferris, Manager

Date: 1-15-2025

**Obviously Adrian Aviation, LLC**

By:   
Kevin D. Davis, Manager

Date: Jan 15, 2025

**Approval of Assignment of Aeronautical Use Ground Lease**

Effective upon proper execution by GMF and OAA, and contingent on the closing of the agreement between GMF and OAA for the transfer of the Improvements, GJRAA hereby consents to the assignment of the Lease to Obviously Adrian Aviation, LLC. Nothing in this consent shall be construed to expand or extend any term or condition of the Lease, or waive any performance of any term or condition of the Lease, either before, on, or after **January 21, 2025**.

Grand Junction Regional Airport Authority

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	Reappoint the At-Large Commissioner		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Reappoint the At-Large Commissioner to be recommended to the Mesa County Commissioners and the Grand Junction City Council for approval in accordance with the Authority's Bylaws.		
SUMMARY:	<p>The first term of the existing At-Large Commissioner position held by Linde Marshall will expire on February 1, 2025.</p> <p>In accordance with the Bylaws, the Airport Authority Board will advise the Mesa County Commissioners, and the Grand Junction City Council of the person selected as At-Large Commissioner for ratification of the appointment.</p> <p>Following the reappointment of the At-Large Candidate by the GJRAA Board, staff will advise the Mesa County Commissioners and Grand Junction City Council of the selection and request consent. It is anticipated that the Mesa County Commissioners will review the selection at the February 4, 2025 meeting and the Grand Junction City Council will review the selection at the February 5, 2025 meeting.</p>		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	None		
ATTACHMENTS:	None		
STAFF CONTACT:	Angela Padalecki <a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a> (970) 248-8588		

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## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Resolution No. 2025-01 – Designating the Location for the Posting of Notice of Meetings for 2025
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Adopt Resolution No. 2025-01 Designating the Location for the Posting of the Notice of Meetings.
SUMMARY:	<p>Colorado Revised Statute 24-6-402(2)(C)(I) states any meetings at which Commissioners attend where a quorum of the body is in attendance shall have a public posting. The public place or places for posting such notice shall be designated annually at the GJRAA first regular meeting of each calendar year.</p> <p>The resolution designates the location for posting of meeting notices and identifies the local newspaper to be used as the official newspaper of the authority for publications.</p> <p>The proposed meeting calendar is also attached for public notice and reference for the planned meetings of the Authority in 2025.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	None
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Resolution 2025-01</li><li>2. Proposed Board Meeting Calendar 2025</li></ol>
STAFF CONTACT:	Angela Padalecki 970-248-8588 <a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a>

**RESOLUTION NO. 2025-01**  
**RESOLUTION OF THE BOARD OF COMMISSIONERS**  
**DESIGNATING THE LOCATION FOR**  
**THE POSTING OF THE NOTICE OF MEETINGS**

**WHEREAS**, the Grand Junction Regional Airport Authority (“GJRAA”) is the owner and operator of the Grand Junction Regional Airport (“Airport”) located in Grand Junction, Colorado; and

**WHEREAS**, the Colorado Public Airport Authority Act, (C.R.S. § 41-3-105(5)(a)) provides, “All regular or special meetings are subject to the open meeting and notice requirements of Section 24-6-402”; and

**WHEREAS**, C.R.S Section 24-6-402(2)(c)(I) provides, “Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public. In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. The public place or places for posting such notice shall be designated annually at the local public body’s first regular meeting of each calendar year. The posting shall include specific agenda information where possible”; and

**WHEREAS**, C.R.S. Section 24-6-402(2)(c)(III) provides, “On and after July 1, 2019, a local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available, no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body”; and

**WHEREAS**, C.R.S. Section 41-3-105(5)(i) delegates to the Board the power to “constitute and appoint an official newspaper in this state to be used for the official publications of the authority”.

NOW, THEREFORE, by this Resolution, the Board hereby resolves and directs as follows:

1. The Board designates the Grand Junction Regional Airport website – [www.gjairport.com/Board\\_Meetings](http://www.gjairport.com/Board_Meetings), to be the public place at which all notices of public meetings shall be posted.
2. The Board directs Airport Staff to ensure that the public website is maintained in conformance with C.R.S. Section 24-6-402(2)(c)(III).
3. The Board directs Airport Staff to post each notice of public meeting on the notice board at the Grand Junction Regional Airport Terminal Building, 2828 Walker Field Drive, Third Floor, Grand Junction, Colorado, 81501.



4. The Board appoints the Grand Junction Daily Sentinel to be the official newspaper for the official publications of the GJRAA.
5. This Resolution shall terminate and be of no further force and effect upon the adoption of a superseding resolution at the Board's first regular public meeting in 2026.

PASSED AND ADOPTED this 21<sup>th</sup> day of January, 2025.

Board Members Voting AYE

Board Members Voting NAY

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GRAND JUNCTION REGIONAL AIRPORT  
AUTHORITY

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ATTEST:

Chairman

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Clerk

# 2025

## Grand Junction Regional Airport Authority

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- GJRAA Board Workshop (not scheduled)
- GJRAA Board Meeting
- Joint Agency Meeting (City / County / GJRAA)



Subject to change. Updated: 12.03.2024

# Grand Junction Regional Airport Authority

## Agenda Item Summary

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TOPIC:	2025 Officer & Committee Appointments		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECCOMENDATION:	Elect the 2025 Officers and appoint committees in accordance with the bylaws of the Authority.		
SUMMARY:	<b>Bylaws and Rules of the Grand Junction Regional Airport Authority</b>  <b>ARTICLE IV: Officers and Committees</b> 4.1. <u>OFFICERS</u> . The officers of the Authority shall be the Chairman, Vice Chairman, Clerk and Treasurer. The same person may not hold two (2) offices.  4.1.1 <u>CHAIRMAN</u> . The Chairman shall preside over all meetings of the Board and shall exercise such authority as is duly conferred upon him or her, from time to time, by the Board. He or she shall sign, by manual or electronic signature, together with the Clerk, any leases, deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, provided however, that the Board may delegate the Chairman’s authority over certain routine matters to the Executive Director, to the extent not prohibited by law.  4.1.2. <u>VICE CHAIRMAN</u> . In the absence of the Chairman or in the event of his or her inability to act, the Vice Chairman shall perform the duties of the Chairman, and when so acting, shall have all of the powers of the Chairman.  4.1.3. <u>TREASURER</u> . The Treasurer shall perform all duties incidental to the office and all duties as may be assigned by the Board.  4.1.4. <u>CLERK</u> . The Clerk shall keep the minutes of the meetings of the Board; maintain a book of resolutions and inform the Board of any resolutions that are set to expire; be custodian of the corporate records and the Seal of the Authority; affix the Seal of the Authority to documents where the Seal is required; and perform all other duties incident to the office.  4.2 <u>ELECTION OR APPOINTMENT AND TERM</u> . The Chairman and Vice Chairman shall be elected from the members of the Board at the first regular meeting in January of each calendar year, and they shall hold office until their successors have been duly elected. The Board shall appoint a Clerk and Treasurer. The Clerk and Treasurer need not be members of the Board, and such positions shall continue in office at the pleasure of the Board.  4.3. <u>REMOVAL</u> . Any officer may be removed by an affirmative vote of a majority of Directors.  4.4. <u>VACANCY</u> . A vacancy in any office may be filled by the Board for the unexpired portion of the term.		

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**Position:                      Currently Held by:                      Nomination:**

Chairman	Tom Benton	
Vice Chairman	Linde Marshall	
Treasurer	Jennifer Kroeker	
Clerk	Cameron Reece	

4.5. COMMITTEES OF THE BOARD. There shall be the following Standing Committees: (i) the Executive Committee, consisting of the Chairman and Vice Chairman; and (ii) the Finance and Audit Committee, consisting of such Commissioners and other persons as shall be determined by the Chairman. The Board shall adopt a charter for each Standing Committee. The Chairman may also create and appoint any other Ad Hoc Committees from time to time to address specific concerns of the Authority. Committees may be composed of Commissioners and/or non-Commissioners as the Board deems advisable. All committees shall report directly to the Board.

The Chairman shall appoint a Committee Chair for each committee. Meetings of any committee are to be called by the Committee Chair.

**Executive Committee:**

**Position:                      Currently Held by:                      Nomination:**

Chairman	Tom Benton	
Vice Chairman	Linde Marshall	

**Finance and Audit Committee:**

**Position:                      Currently Held by:                      Nomination:**

Chairman	Chris West	
Commissioner	Lee Kleinman	
Member	Dan Meyer	
Member	Clay Tufly	

Commissioner	Appointing Authority	Term Exp.	Term Limit
Tom Benton	Mesa County	4/3/2025	0 Terms Remaining
Chris West	City of GJ	5/31/2027	1 Term Remaining
Cody Kennedy	City of GJ (Council)	5/1/2025	Appointed Annually
Linde Marshall	At-Large	2/1/2025	1 Term Remaining
Cody Davis	Mesa County	5/31/2027	1 Term Remaining
Thaddeus Shrader	City of GJ	6/30/2025	0 Terms Remaining
Lee Kleinman	Mesa County	4/18/2028	1 Term Remaining

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REVIEWED BY: Executive Director and Legal Counsel

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FISCAL IMPACT: N/A

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ATTACHMENTS: N/A

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STAFF CONTACT: Angela Padalecki

970-248-8588

[apadalecki@gjairport.com](mailto:apadalecki@gjairport.com)

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# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	Reimbursable Agreement with the Federal Aviation Administration (FAA) for Permanent Navigational Aid Design and Construction associated with the Runway 12/30 Relocation Project
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve Agreement AJW-FN-WSA-25-NM-007049 in the amount of \$197,810.54 with the FAA for design support related to NAVAID facilities and supporting infrastructure for Runway 12/30 and authorize the Executive Director to sign the Agreement.
SUMMARY:	<p>The purpose of this agreement is to provide a contract by which GJRAA will pay FAA to support installation of permanent navigational aids as part of the Runway 12/30 Relocation Project. Because navigational aids are owned and maintained by the FAA, FAA personnel will provide engineering design and oversight and will install the temporary navigational aids.</p> <p>The work to be performed under this contract is eligible to be funded with an Airport Improvement Program grant. GJRAA has applied for grant funding and expects that the FAA will pay for 95% of this project. GJRAA staff and engineering consultants recommend approving the agreement in advance of the AIP grant funding because the design and relocation of the navigational aids is critical to keep the runway replacement program on schedule.</p>
REVIEWED BY:	Executive Director, Legal Counsel, and CIP Manager – Colin Bible
FISCAL IMPACT:	<b>Total Cost of Agreement - \$197,810.54</b>  <u>Anticipated Funding Sources:</u> Anticipated Federal AIP Grant - \$187,920.00 GJRAA Local Funding - \$9,890.54 (budgeted funds)
ATTACHMENTS:	Non-Federal Reimbursable Agreement # AJW-FN-WSA-25-NM-007049
STAFF CONTACT:	Angela Padalecki <a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a> Office: 970-248-8588

**NON-FEDERAL REIMBURSABLE AGREEMENT**

**BETWEEN**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**AND**

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY  
GRAND JUNCTION REGIONAL AIRPORT  
GRAND JUNCTION, COLORADO**

**WHEREAS**, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the **Grand Junction Regional Airport Authority** (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

**WHEREAS**, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

**NOW THEREFORE**, the FAA and the Sponsor mutually agree as follows:

**ARTICLE 1. Parties**

The Parties to this Agreement are the FAA and **Grand Junction Regional Airport Authority**.

**ARTICLE 2. Type of Agreement**

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

**ARTICLE 3. Scope**

- A. The purpose of this Agreement between the FAA and the Sponsor is to enable the FAA to commence planning and related support for the Sponsor's establishment of Runway (RWY) 12/30 at Grand Junction Regional Airport (GJT). Support includes the performance of site surveys, the evaluation of the Sponsor's design plans for impacts to FAA facilities, and the development of engineering design packages and cost estimates, as required, for existing FAA facilities and future planned FAA facilities supporting RWY 12/30.

This Agreement also provides for FAA's evaluation of feasibility, benefits, and requirements regarding the potential establishment of a GS and/or a MALSR on RWY 30.

Finally, this agreement enables FAA engineering and technical support (design and implementation) for the relocation of the FAA communication cable(s), to support monitoring of the RWY 11 LOC/DME and RWY 29 Localizer Direction Aid (LDA)/DME by the GJT Airport Traffic Control Tower (ATCT).

No implementation services related to future planned FAA facilities supporting the establishment of RWY 12/30 will be provided under this agreement. This agreement will be amended, or a new agreement will be developed and executed, to address FAA engineering and technical implementation support of the Sponsor's RWY 12/30 project, as required.

This agreement provided funding for the FAA to establish these services. Therefore, this Agreement is titled:

**Grand Junction, CO (GJT) – Engineering and Technical Design Support for Runway 12/30 Navigational Facilities and Supporting Infrastructure**

B. The FAA will perform the following activities:

1. Conduct preliminary project planning including, but not limited to, technical consultation, engineering design, engineering and environmental review, site visits, feasibility assessments, project planning, scope definition, development of cost estimate(s), development of design package(s), and the procurement of materials and/or equipment with long lead times, as required.
2. Review the airport's construction plans and specifications for work impacting the existing FAA facilities and in support of the following future planned FAA facilities supporting RWY 12/30:
  - RWY 12 Glide Slope (GS), Localizer (LOC), Medium-Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR), and Distance Measuring Equipment (DME),
  - RWY 30 LOC, DME, Precision Approach Path Indicator (PAPI), and Runway End Identifier Lights (REIL),
  - RWY 12/30 Runway Visual Range (RVR),
  - FAA Fiber Optics Transmission System (FOTS),
  - and/or supporting infrastructure.

3. Provide to the Sponsor any requirements and/or recommendations related to FAA facilities impacted by the sponsor's project and in support of future planned FAA facilities supporting RWY 12/30.
4. Provide a copy of site survey report(s), proposed statement of work, and estimated cost for the establishment of planned FAA facilities to the Sponsor.

C. The Sponsor will perform the following activities:

1. Provide access to the airfield, as required.
2. Provide a schedule for the work to be accomplished, including updates, which highlight construction activities related to FAA facilities and equipment.
3. Provide a full set of construction plans and construction specifications including scaled electronic drawings in PDF and AutoCAD format, showing all proposed airport work.
4. Incorporate requirements and recommendations made by the FAA into the design drawings and specifications impacting FAA-owned systems.
5. Provide survey information and documentation verifying the clearance of critical areas and obstruction surfaces relating to the relocated facilities.

- D. This agreement is in whole or in part funded with funding from an AIP grant  Yes  No. If Yes, the grant date is: \_\_\_\_\_ and the grant number is: \_\_\_\_\_. If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

#### **ARTICLE 4. Points of Contact**

A. FAA:

1. The **FAA Western Service Area, Planning and Requirements Group, NAS Planning Team** will provide administrative oversight of this Agreement. **Matt Robertson** is the **Lead Planner** and liaison with the Sponsor and can be reached at **(206) 231-2855** or via email at **matthew.d.robertson**. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
2. The **FAA Western Service Area, NAVAIDS Engineering Center** will perform the scope of work included in this Agreement. **Jerald Lim** is the **Lead General Engineer** and liaison with the Sponsor and can be reached at **(206) 305-0585** or via email at **jerald.lim@faa.gov**. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.



3. The execution, amendment, and administration of this Agreement must be authorized and accomplished by the FAA's Contracting Officer, **Brad Logan** who can be reached at **(817) 222-4395** or via email at **brad.logan@faa.gov**.

B. Sponsor:

**Grand Junction Regional Airport Authority**  
**Angela Padalecki**  
**2828 Walker Field Drive #301**  
**Grand Junction, CO 81506**  
**Telephone: (970) 248-8588**  
**Email: apadalecki@gjairport.com**

**ARTICLE 5. Non-Interference with Operations**

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated due to causes not attributable to either the Sponsor or the FAA, the parties will determine funding responsibility.

**ARTICLE 6. Property Transfer – Reserved**

**ARTICLE 7. Estimated Costs**

The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST
<b>Labor</b>	
WB4010-Program Management	\$5,483.00
WB4020-Engineering	\$93,208.00
WB4030-Environmental & Occupation	\$2,193.00
WB4050-Construction	\$32,897.00
Labor Subtotal	\$133,781.00
Labor Overhead	\$26,595.66
<b>Total Labor</b>	<b>\$160,376.66</b>
<b>Non-Labor</b>	
WB-4010,4020,4050- Travel	\$16,993.00
WB4020-Engineering	\$17,668.00
Non-Labor Subtotal	\$34,661.00
Non-Labor Overhead	\$2,772.88
<b>Total Non-Labor</b>	<b>\$37,433.88</b>
<b>TOTAL ESTIMATED COST</b>	<b>\$197,810.54</b>

**ARTICLE 8. Period of Agreement and Effective Date**

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9 of this Agreement. This Agreement will not extend more than five years beyond its effective date.

**ARTICLE 9. Reimbursement and Accounting Arrangements**

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Reimbursable Receipts Team listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the sponsor, except as described in section D of this Article. Per U.S. Treasury guidelines, refunds under \$1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than \$1.00.
  
- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.

- C. The Reimbursable Receipts team is identified by the FAA as the billing office for this Agreement. The preferred method of payment for this agreement is via Pay.Gov. The sponsor can use a check or credit card to provide funding in this manner and receipt-processing time is typically within 3 working days. Alternatively, the sponsor can mail the payment to the address shown below. When submitting funding by mail, the Sponsor must include a copy of the executed Agreement and the full advance payment. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location. Payments submitted by mail are subject to receipt-processing delay of up to 10 working days.

FAA payment remittance address using USPS is:

DOT/FAA/ESC  
P.O. Box 25770  
AMK-322 – MPB 328  
Oklahoma City, OK 73125

FAA payment remittance address using Fed Ex (overnight) is:

DOT/FAA/ESC  
AMK-322 – MPB328  
6500 S. MacArthur Blvd.  
Oklahoma City, OK 73169

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

**Grand Junction Regional Airport Authority**  
**Attn: Jennifer Kroeker**  
**2828 Walker Field Drive, Suite 301**  
**Grand Junction, CO 81506**  
**Telephone: (970) 248-8581**  
**Email: [jkroeker@gjairport.com](mailto:jkroeker@gjairport.com)**

- D. The FAA will accept payments under this Article from only one of two sources: either (1) the Sponsor or (2) a Third Party on behalf of the Sponsor, and the same source must make all required payments. If a Third Party makes the payments, then any refund due from FAA upon completion of the Agreement will be returned to that Third Party.
- E. The FAA will provide the Sponsor a quarterly Statement of Account of costs incurred against the advance payment.
- F. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be amended to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also

provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the Agreement to the Reimbursable Receipts Team with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

#### **ARTICLE 10. Changes and Amendments**

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

#### **ARTICLE 11. Termination**

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

## **ARTICLE 12. Order of Precedence**

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

## **ARTICLE 13. Legal Authority**

This Agreement is entered into under one or more of the following authorities: 49 U.S.C. § 106(l), 31 U.S. Code 6505 Intergovernmental Cooperation Act. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

## **ARTICLE 14. Disputes**

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

## **ARTICLE 15. Warranties**

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

## **ARTICLE 16. Insurance**

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

### **ARTICLE 17. Limitation of Liability**

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

### **ARTICLE 18. Civil Rights Act**

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

### **ARTICLE 19. Protection of Information**

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

### **ARTICLE 20. Security**

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14.2.1, Contractor Personnel Suitability Requirements are met.

**ARTICLE 21. Entire Agreement**

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void. Additionally, the FAA expects this agreement to be funded within 120 days of execution, if funding is not received by that date; the FAA may exercise the right to renegotiate estimated costs.

**AGREED:**

**FEDERAL AVIATION  
ADMINISTRATION**

**GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY**

SIGNATURE \_\_\_\_\_  
NAME Bradley K. Logan  
TITLE Contracting Officer  
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
NAME Angela Padalecki  
TITLE Executive Director  
DATE \_\_\_\_\_

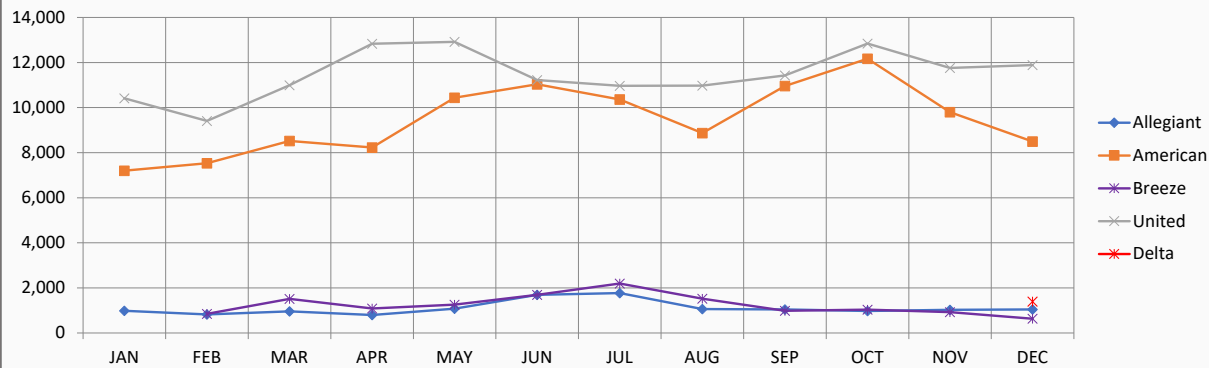


GRAND JUNCTION REGIONAL AIRPORT

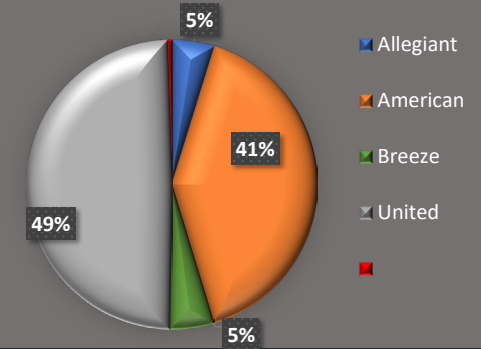
**December 2024**  
DATA & STATISTICS



# Total Passenger Enplanements



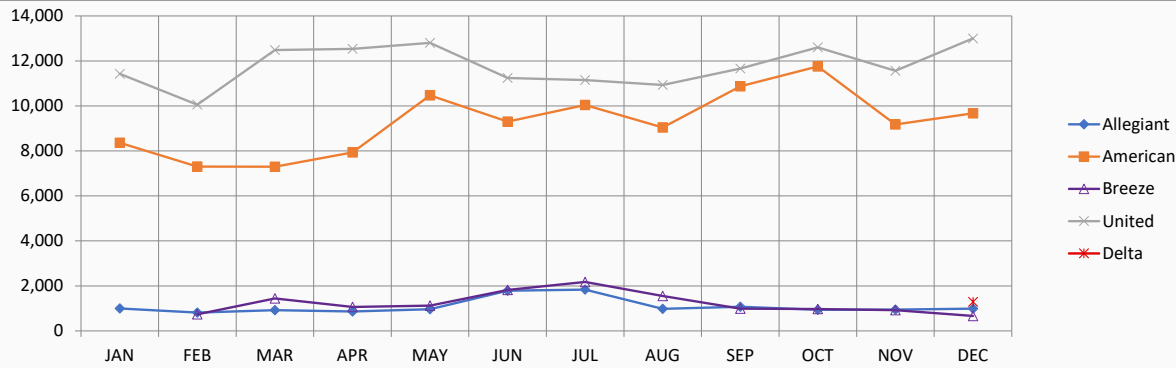
## 2024 YTD Market Share



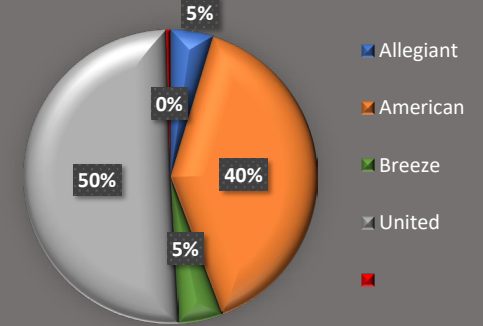
2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Delta (SLC)	Charters/ Diversions	Total	Annual
JAN	987	7,201		10,410		0	18,598	↑ 12.1%
FEB	824	7,532	846	9,409		69	18,680	↑ 1.4%
MAR	961	8,521	1,512	10,988		111	22,093	↑ 10.0%
APR	798	8,226	1,089	12,830		0	22,943	↑ 3.4%
MAY	1,078	10,441	1,258	12,917		0	25,694	↑ 8.6%
JUN	1,696	11,035	1,691	11,224		6	25,652	↑ 27.0%
JUL	1,771	10,359	2,195	10,966		80	25,371	↑ 15.8%
AUG	1,060	8,873	1,519	10,973		243	22,668	↑ 11.7%
SEP	1,041	10,959	988	11,427		0	24,415	↑ 4.7%
OCT	980	12,168	1,034	12,845		0	27,027	↑ 13.6%
NOV	1,024	9,797	922	11,759		0	23,502	↑ 11.9%
DEC	1,043	8,495	632	11,891	1,390	0	23,451	↑ 18.1%
<b>TOTAL</b>	<b>13,263</b>	<b>113,607</b>	<b>13,686</b>	<b>137,639</b>	<b>1,390</b>	<b>509</b>	<b>280,094</b>	<b>11.5%</b>
Market Share	4.74%	40.56%	4.89%	49.14%	0.50%	0.18%	100.00%	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Charters/ Diversions	Total
JAN	932	8,545	0	7,110	0	16,587
FEB	1,507	9,479	0	7,326	108	18,420
MAR	2,512	8,687	0	8,886	0	20,085
APR	1,790	10,063	0	10,339	0	22,192
MAY	1,587	10,848	0	11,221	0	23,656
JUN	1,663	9,246	0	9,285	0	20,194
JUL	2,571	10,062	0	9,280	0	21,913
AUG	1,303	9,171	0	9,826	0	20,300
SEP	893	10,032	0	12,388	0	23,313
OCT	1,074	11,220	0	11,501	0	23,795
NOV	980	8,490	0	11,535	0	21,005
DEC	1,041	7,932	0	10,877	0	19,850
<b>TOTAL</b>	<b>17,853</b>	<b>113,775</b>	<b>-</b>	<b>119,574</b>	<b>108</b>	<b>251,310</b>
Market Share	7.10%	45.27%	0.00%	47.58%	0.04%	100.00%

# Total Passenger Deplanements



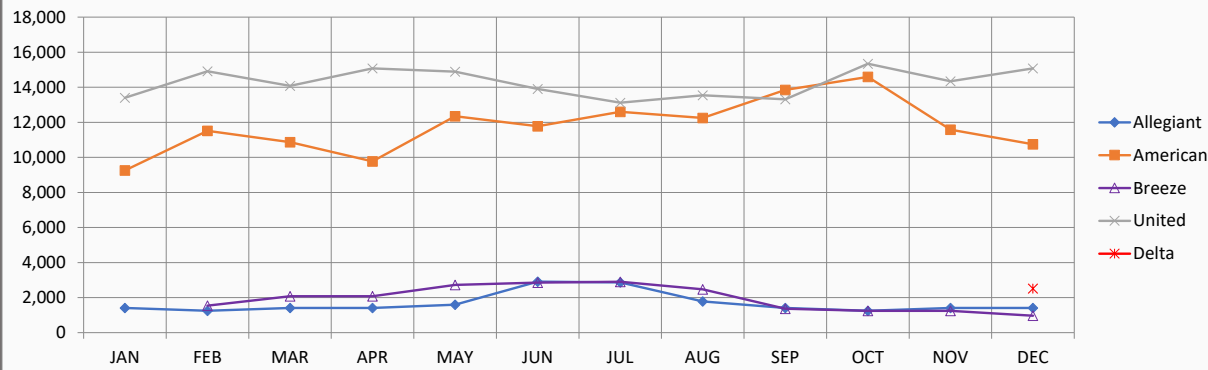
## 2024 YTD Market Share



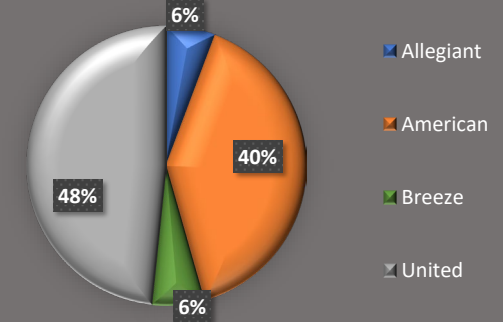
2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Delta (SLC)	Charters/ Diversions	Total	Annual
JAN	1,001	8,363	738	11,430		3,107	23,901	↑ 23.4%
FEB	814	7,306	1,445	10,055		1,633	20,546	↑ 4.4%
MAR	925	7,298	1,067	12,488		1,503	23,659	↑ 0.7%
APR	860	7,937	1,067	12,536		209	22,609	↓ -1.0%
MAY	966	10,472	1,122	12,802		0	25,362	↑ 8.9%
JUN	1,787	9,305	1,823	11,239		898	25,052	↑ 21.3%
JUL	1,835	10,040	2,176	11,147		267	25,465	↑ 19.0%
AUG	979	9,041	1,554	10,928		1,212	23,714	↑ 16.4%
SEP	1,071	10,875	989	11,665		57	24,657	↑ 10.8%
OCT	939	11,755	975	12,602		62	26,333	↑ 16.1%
NOV	948	9,179	922	11,564		273	22,886	↑ 11.3%
DEC	989	9,671	665	13,001	1,290	1,430	27,046	↑ 28.2%
<b>TOTAL</b>	<b>13,114</b>	<b>111,242</b>	<b>13,476</b>	<b>141,457</b>	<b>1,290</b>	<b>10,651</b>	<b>291,230</b>	<b>13.0%</b>
Market Share	4.50%	38.20%	4.63%	48.57%	0.44%	3.66%	100.00%	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Charters/ Diversions	Total
JAN	900	8,617	0	9,727	131	19,375
FEB	1,529	9,723	0	8,164	265	19,681
MAR	2,259	10,202	0	10,820	202	23,483
APR	1,827	10,498	0	10,453	54	22,832
MAY	1,683	10,837	0	10,761	0	23,281
JUN	1,683	9,194	0	9,776	2	20,655
JUL	2,792	9,595	0	9,006	0	21,393
AUG	1,345	9,124	0	9,897	0	20,366
SEP	796	9,615	0	11,834	0	22,245
OCT	1,050	10,451	0	11,176	0	22,677
NOV	960	8,262	0	11,333	0	20,555
DEC	992	8,386	0	11,724	0	21,102
<b>TOTAL</b>	<b>17,816</b>	<b>114,504</b>	<b>-</b>	<b>124,671</b>	<b>654</b>	<b>257,645</b>
Market Share	6.91%	44.44%	0.00%	48.39%	0.25%	100.00%

# Scheduled Capacity



2024 YTD Market Share

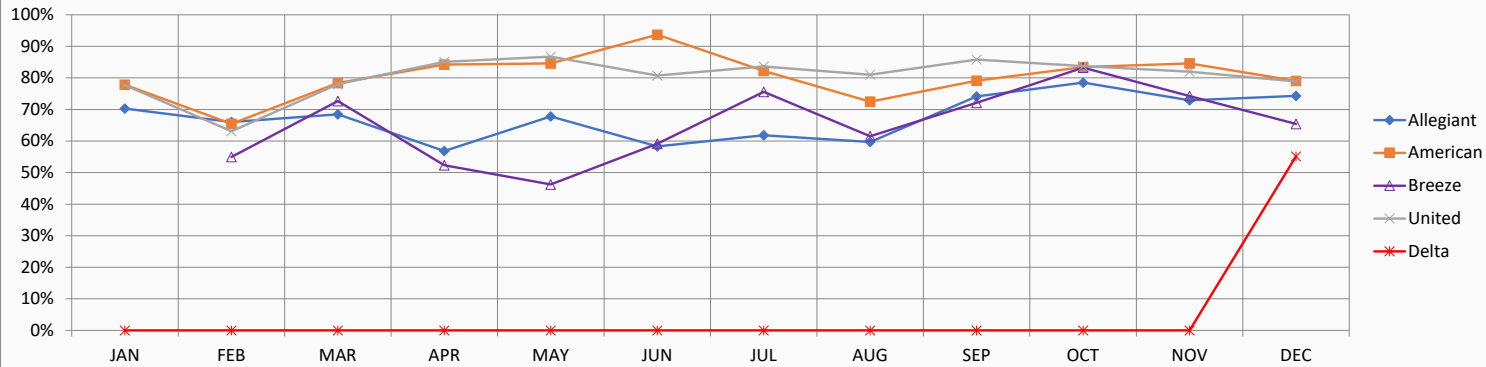


2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Delta (SLC)	Total	Annual
JAN	1,404	9,254	2,080	13,399	0	24,057	↑ 15.8%
FEB	1,248	11,508	1,540	14,912	0	29,208	↑ 21.1%
MAR	1,404	10,871	2,080	14,078	0	28,433	↑ 2.1%
APR	1,404	9,766	2,080	15,077	0	28,327	↑ 4.5%
MAY	1,590	12,342	2,720	14,892	0	31,544	↑ 13.4%
JUN	2,910	11,779	2,860	13,898	0	31,447	↑ 22.9%
JUL	2,865	12,598	2,904	13,118	0	31,485	↑ 14.5%
AUG	1,776	12,246	2,470	13,544	0	30,036	↑ 12.7%
SEP	1,404	13,853	1,370	13,314	0	29,941	↑ 9.4%
OCT	1,248	14,588	1,242	15,341	0	32,419	↑ 26.0%
NOV	1,404	11,583	1,242	14,344	0	28,573	↑ 18.9%
DEC	1,404	10,748	966	15,077	2,520	30,715	↑ 26.1%
<b>TOTAL</b>	<b>20,061</b>	<b>141,136</b>	<b>21,474</b>	<b>170,994</b>	<b>2,520</b>	<b>356,185</b>	<b>15.3%</b>
Market Share	5.63%	39.62%	6.03%	48.01%	0.71%	100.00%	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Total
JAN	1,446	11,096	0	8,230	20,772
FEB	2,112	13,749	0	8,262	24,123
MAR	3,102	13,908	0	10,846	27,856
APR	2,826	13,300	0	10,980	27,106
MAY	2,334	13,057	0	12,418	27,809
JUN	3,078	11,091	0	11,424	25,593
JUL	3,546	12,727	0	11,214	27,487
AUG	1,794	13,628	0	11,218	26,640
SEP	1,278	11,972	0	14,112	27,362
OCT	1,404	12,212	0	12,106	25,722
NOV	1,269	10,053	0	12,716	24,038
DEC	1,448	9,912	0	12,990	24,350
<b>TOTAL</b>	<b>25,637</b>	<b>146,705</b>	<b>-</b>	<b>136,516</b>	<b>308,858</b>
Market Share	8.30%	47.50%	0.00%	44.20%	100.00%

# Load Factor

\*Includes Scheduled Flights ONLY



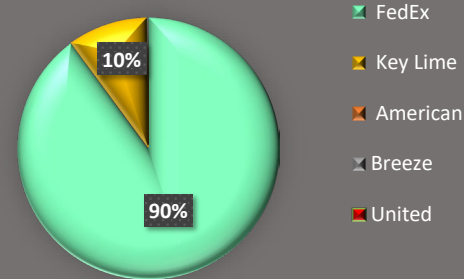
2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Delta (SLC)	Total	Annual
JAN	70%	78%		78%	-	77%	-3%
FEB	66%	65%	55%	63%	-	64%	-13%
MAR	68%	78%	73%	78%	-	77%	5%
APR	57%	84%	52%	85%	-	81%	0%
MAY	68%	85%	46%	87%	-	81%	-4%
JUN	58%	94%	59%	81%	-	82%	4%
JUL	62%	82%	76%	84%	-	80%	1%
AUG	60%	72%	61%	81%	-	75%	1%
SEP	74%	79%	72%	86%	-	82%	-4%
OCT	79%	83%	83%	84%	-	83%	-8%
NOV	73%	85%	74%	82%	-	82%	-5%
DEC	74%	79%	65%	79%	55%	76%	-5%
<b>TOTAL</b>	<b>66%</b>	<b>80%</b>	<b>64%</b>	<b>80%</b>	<b>55%</b>	<b>79%</b>	<b>-3.4%</b>

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Total
JAN	64%	77%	0%	86%	80%
FEB	71%	69%	0%	89%	76%
MAR	81%	62%	0%	82%	72%
APR	63%	76%	0%	91%	81%
MAY	68%	83%	0%	90%	85%
JUN	54%	83%	0%	77%	77%
JUL	73%	79%	0%	81%	79%
AUG	73%	67%	0%	83%	74%
SEP	70%	84%	0%	88%	85%
OCT	76%	92%	0%	94%	92%
NOV	77%	84%	0%	91%	87%
DEC	72%	80%	0%	84%	82%
<b>TOTAL</b>	<b>70%</b>	<b>78%</b>	<b>0%</b>	<b>86%</b>	<b>81%</b>

# 2024 Enplaned and Deplaned Airfreight - Lbs

2024 YTD			
Enplaned Freight	4,114,243	↑	17.49%
Deplaned Freight	6,464,245	↑	5.93%
2023 YTD			
Enplaned Freight	3,501,887		
Deplaned Freight	6,102,343		

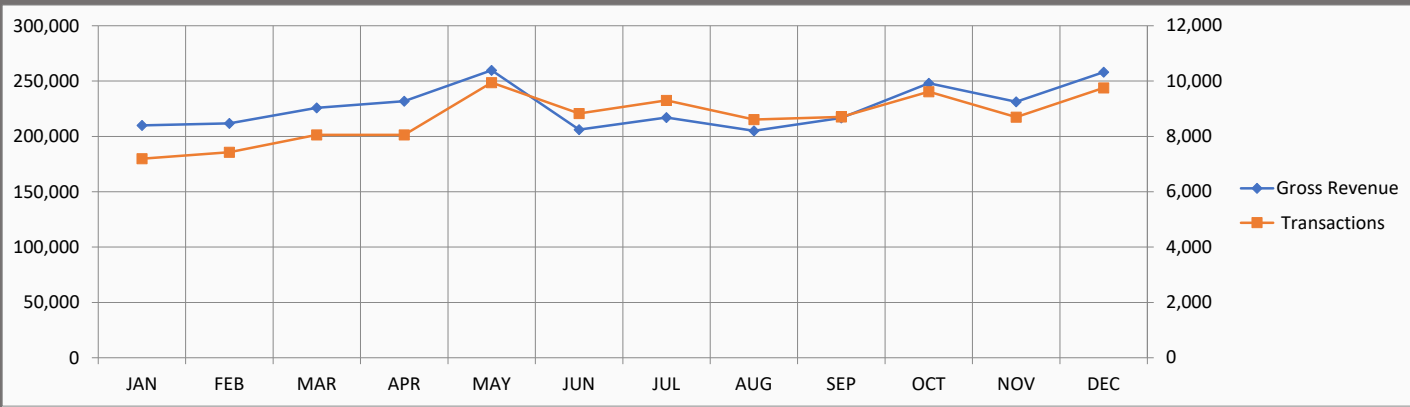
## 2024 Market Share



Enplaned	FedEx	Key Lime	American	Breeze	United	Total	YTD Total	Annual
JAN	284,027	14,391	12	-	97	298,527	298,527	↑ 8.0%
FEB	304,293	11,959	-	-	29	316,281	614,808	↑ 33.5%
MAR	312,469	16,211	-	-	989	329,669	944,477	↑ 1.5%
APR	281,463	16,218	-	-	167	297,848	1,242,325	↑ 8.3%
MAY	358,924	11,261	-	-	103	370,288	1,612,613	↑ 41.2%
JUN	359,404	12,986	13	-	15	372,418	1,985,031	↑ 29.1%
JUL	374,027	14,381	95	-	58	388,561	2,373,592	↑ 45.2%
AUG	401,207	12,791	-	-	44	414,042	2,787,634	↑ 13.0%
SEP	342,599	16,332	-	-	71	359,002	3,146,636	↑ 19.2%
OCT	297,247	15,800	7	-	134	313,188	3,459,824	↑ 7.1%
NOV	255,909	11,755	-	-	-	267,664	3,727,488	↑ 0.9%
DEC	370,869	15,886	-	-	-	386,755	4,114,243	↑ 12.3%
<b>TOTAL</b>	<b>3,942,438</b>	<b>169,971</b>	<b>127</b>	<b>-</b>	<b>1,707</b>	<b>4,114,243</b>	<b>4,114,243</b>	<b>↑ 22%</b>
Market Share	95.82%	4.13%	0.00%	0.00%	0.04%	100.00%		

Deplaned	FedEx	Key Lime	American	Breeze	United	Total	YTD Total	Month over Month
JAN	375,391	65,372	380	-	2,181	443,324	443,324	↓ -1.1%
FEB	438,433	65,227	567	-	615	504,842	948,166	↑ 17.3%
MAR	459,530	69,041	-	-	573	529,144	1,477,310	↑ 2.1%
APR	376,375	72,606	701	-	-	449,682	1,926,992	↑ 8.5%
MAY	517,230	75,952	-	-	-	593,182	2,520,174	↑ 34.4%
JUN	540,216	68,273	791	-	-	609,280	3,129,454	↑ 14.4%
JUL	578,093	81,629	159	-	-	659,881	3,789,335	↑ 28.6%
AUG	595,377	80,760	568	-	-	676,705	4,466,040	↑ 12.7%
SEP	480,308	66,660	18	-	-	546,986	5,013,026	↑ 8.4%
OCT	386,561	87,660	1,015	-	-	475,236	5,488,262	↓ -6.0%
NOV	390,975	65,139	2,085	-	5,000	463,199	5,951,461	↓ -12.5%
DEC	436,074	71,504	706	-	4,500	512,784	6,464,245	↓ -22.7%
<b>TOTAL</b>	<b>5,574,563</b>	<b>869,823</b>	<b>6,990</b>	<b>-</b>	<b>12,869</b>	<b>6,464,245</b>	<b>6,464,245</b>	<b>↑ 4%</b>
Market Share	86.24%	13.46%	0.11%	0.00%	0.20%	100.00%		

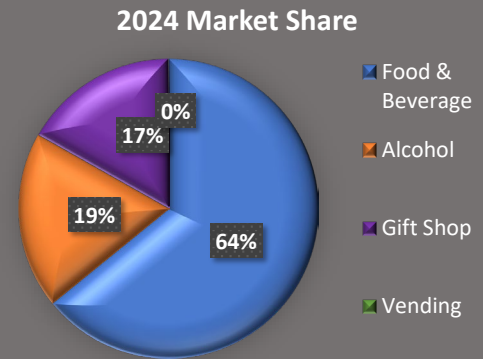
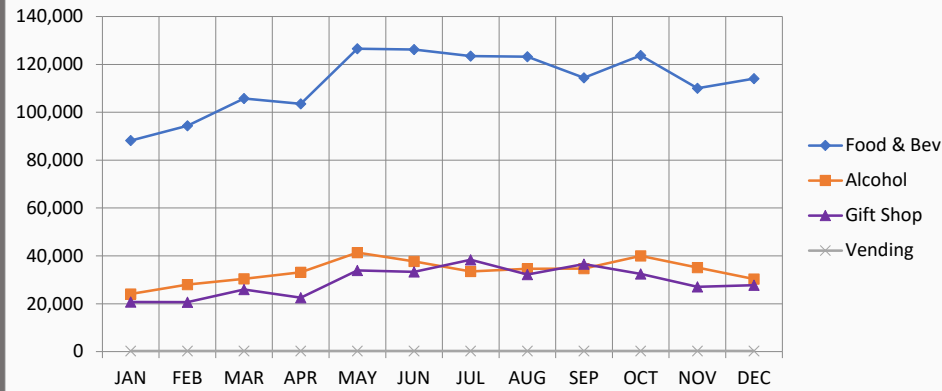
# 2024 Parking Revenues



2024	Gross Revenue	Transactions	YTD Gross Revenue	YTD Transactions	Revenue per Transaction	Annual YTD
JAN	209,954	7,194	209,954	7,194	\$ 29.18	↑ 14.9%
FEB	211,874	7,431	421,828	14,625	\$ 28.51	↑ 9.9%
MAR	225,906	8,059	647,734	22,684	\$ 28.03	↑ 8.2%
APR	231,790	8,054	879,524	30,738	\$ 28.78	↑ 4.4%
MAY	259,750	9,946	1,139,274	40,684	\$ 26.12	↑ 4.2%
JUN	206,119	8,831	1,345,393	49,515	\$ 23.34	↑ 5.4%
JUL	217,102	9,305	1,562,495	58,820	\$ 23.33	↑ 7.4%
AUG	205,067	8,608	1,767,562	67,428	\$ 23.82	↑ 8.2%
SEP	216,690	8,703	1,984,252	76,131	\$ 24.90	↑ 8.3%
OCT	248,135	9,616	2,232,387	85,747	\$ 25.80	↑ 7.7%
NOV	231,252	8,699	2,463,639	94,446	\$ 26.58	↑ 7.1%
DEC	258,000	9,753	2,721,639	104,199	\$ 26.45	↑ 8.1%
<b>TOTAL</b>	<b>2,721,639</b>	<b>104,199</b>	<b>2,721,639</b>	<b>104,199</b>	<b>\$ 26.12</b>	

2023	Gross Revenue	Transactions	YTD Gross Revenue	YTD Transactions	Revenue per Transaction
JAN	182,662	6,875	182,662	6,875	\$ 26.57
FEB	201,062	7,137	383,724	14,012	\$ 28.17
MAR	214,738	8,079	598,462	22,091	\$ 26.58
APR	243,795	8,458	842,257	30,549	\$ 28.82
MAY	250,617	9,550	1,092,874	40,099	\$ 26.24
JUN	183,350	8,396	1,276,224	48,495	\$ 21.84
JUL	178,577	8,650	1,454,801	57,145	\$ 20.64
AUG	178,228	7,882	1,633,029	65,027	\$ 22.61
SEP	199,599	8,268	1,832,628	73,295	\$ 24.14
OCT	239,876	10,128	2,072,504	83,423	\$ 23.68
NOV	227,874	7,983	2,300,378	91,406	\$ 28.54
DEC	217,878	8,356	2,518,256	99,762	\$ 26.07
<b>TOTAL</b>	<b>2,518,256</b>	<b>99,762</b>	<b>2,518,256</b>	<b>99,762</b>	<b>\$ 25.24</b>

# 2024 Terminal Concessions Revenues



2024	Food & Beverage	Alcohol	Gift Shop	Vending	Total	Annual
JAN	88,158	24,078	20,698	249	\$ 133,183	↓ -7.7%
FEB	94,391	28,025	20,670	252	\$ 143,338	↑ 0.6%
MAR	105,724	30,437	25,985	260	\$ 162,406	↓ -0.2%
APR	103,541	33,106	22,497	260	\$ 159,404	↓ -8.6%
MAY	126,545	41,379	33,897	262	\$ 202,084	↑ 16.6%
JUN	126,205	37,653	33,305	255	\$ 197,418	↑ 21.7%
JUL	123,463	33,517	38,370	255	\$ 195,605	↑ 11.8%
AUG	123,235	34,608	32,184	255	\$ 190,282	↑ 13.3%
SEP	114,433	34,664	36,532	263	\$ 185,892	↑ 8.1%
OCT	123,738	40,016	32,498	280	\$ 196,532	↑ 11.5%
NOV	110,042	35,088	27,079	302	\$ 172,512	↑ 18.9%
DEC	114,087	30,354	27,758	301	\$ 172,499	↑ 31.3%
<b>TOTAL</b>	<b>1,353,563</b>	<b>402,926</b>	<b>351,472</b>	<b>3,193</b>	<b>2,111,154</b>	<b>10%</b>

2023	Food & Beverage	Alcohol	Gift Shop	Vending	Total
JAN	94,581	27,001	22,149	542	\$ 144,273
FEB	93,333	27,432	21,176	525	\$ 142,465
MAR	102,174	35,647	24,536	433	\$ 162,790
APR	111,201	35,582	27,274	344	\$ 174,402
MAY	106,032	36,213	30,735	316	\$ 173,296
JUN	105,070	28,173	28,665	271	\$ 162,180
JUL	111,353	31,433	31,937	237	\$ 174,960
AUG	104,513	31,181	32,036	279	\$ 168,008
SEP	102,355	34,840	34,470	260	\$ 171,925
OCT	105,895	37,553	32,609	233	\$ 176,290
NOV	87,515	31,440	25,939	236	\$ 145,131
DEC	79,536	27,439	24,070	292	\$ 131,337
<b>TOTAL</b>	<b>1,203,560</b>	<b>383,933</b>	<b>335,597</b>	<b>3,968</b>	<b>1,927,057</b>
Market Share	62%	20%	17%	0%	100%

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

11/30/2024

	Month			Forecast Variance		Prior Year Variance		
	11/30/2024	11/30/2024	11/30/2023	Forecast \$ Var	Forecast % Var	PY \$ Var	PY % Var	
	Forecast	Actual	PY Actual					
<b>Operating revenue</b>								
Aeronautical revenue								
Passenger airline revenue								
1	<b>Passenger airline landing fees</b>	\$ 61,500	\$ 68,936	\$ 52,150	\$ 7,436	12.1%	\$ 16,786	32.2%
2	Terminal rent	130,833	130,510	116,967	(323)	-0.2%	13,543	11.6%
3	Other (boarding bridge)	2,879	3,517	4,954	638	22.2%	(1,437)	-29.0%
	Total Passenger airline revenue	195,212	202,963	174,071	7,751	4.0%	28,892	16.6%
Non-passenger airline revenue								
4	<b>Non-passenger landing fees</b>	17,328	11,919	10,763	(5,409)	-31.2%	1,156	10.7%
5	Cargo and hangar rentals	5,455	5,456	5,284	1	0.0%	172	3.3%
6	Fuel tax	24,294	26,394	33,346	2,100	8.6%	(6,952)	-20.8%
7	<b>Fuel Flowage Fees and Sales</b>	27,977	37,670	27,190	9,693	34.6%	10,480	38.5%
8	Other (ramp parking, rapid refuel)	915	1,215	915	300	32.8%	300	32.8%
	Total Non-passenger airline revenue	75,969	82,654	77,498	6,685	8.8%	5,156	6.7%
	Total Aeronautical revenue	271,181	285,617	251,569	14,436	5.3%	34,048	13.5%
Non-aeronautical revenue								
9	Land and building leases	58,976	58,976	52,909	-	0.0%	6,067	11.5%
10	Terminal - restaurant & retail	21,151	24,345	17,772	3,194	15.1%	6,573	37.0%
11	Terminal - other	15,450	15,450	15,406	-	0.0%	44	0.3%
12	<b>Rental cars</b>	145,235	115,827	109,222	(29,408)	-20.2%	6,605	6.0%
13	Parking	200,932	204,077	201,257	3,145	1.6%	2,820	1.4%
14	Ground Transportation	9,165	6,526	6,731	(2,639)	-28.8%	(205)	-3.0%
15	Other (advertising, security fee, vending, etc)	6,252	4,927	4,641	(1,325)	-21.2%	286	6.2%
	Total Non-aeronautical revenue	457,161	430,128	407,938	(27,033)	-5.9%	22,190	5.4%
	Total Operating revenues	728,342	715,745	659,507	(12,597)	-1.7%	56,238	8.5%



**Variance Explanations - November 2024 Revenue Compared to Forecast - Preliminary Financial Statements**

	Nov-24	Nov-24	Nov-23	Forecast Variance		PY Variance	
	Forecast	Actual	Actual				
<b>Seat Capacity</b>	28,950	28,573	24,038	(377)	-1%	4,535	19%
<b>Passenger Landed Weight</b>	25,000,000	27,708,150	24,026,325	2,708,150	11%	3,681,825	15%
<b>Enplanements</b>	23,501	23,502	21,005	1	0%	2,497	12%
<b>Load Factor</b>	81%	82%	87%		1%		-5%

Note that expenses have not been presented and compared on a monthly basis, because the timing of incurring expenses are more difficult to estimate and the YTD variances are more meaningful. Variance explanations and account explanations have been provided below for revenue accounts that have a forecast-to-actual variance of more than 5% and where the revenue account makes up at least 5% of the monthly forecasted operating revenue for November (\$36K), plus any other with impactful variances.

**Operating Revenues: Operating revenues were 1.7% (\$13K) below forecast in November 2024**

- 1 **Passenger airline landing fees** - Passenger landing fees were 12% (\$7K) above forecast due to more flights on larger aircraft.
- 4 **Non-passenger landing fees** - Non-passenger landing fees were \$5K below forecast driven by fewer FedEx flights and no BLM activity.
- 7 **Fuel flowage fees and fuel sales** – Fuel flowage fees are collected from non-commercial fueling at the airport and therefore are driven by GA operations. Fuel flowage fees and sales were above forecast in November by 35% (\$10K) driven by an increase in military activity year-over-year.
- 12 **Rental Cars** - Rental car revenues were below forecast by 20% (\$29K) for the month driven by fewer rental car transactions.

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

		Year to Date			Forecast Variance		Prior Year Variance	
		11/30/2024	11/30/2024	11/30/2023				
		Forecast	Actual	PY Actual	Forecast \$ Var	Forecast % Var	PY \$ Var	PY % Var
<b>Operating revenue</b>								
Aeronautical revenue								
Passenger airline revenue								
1	Passenger airline landing fees	\$ 788,125	\$ 818,763	\$ 669,473	\$ 30,638	3.9%	\$ 149,290	22.3%
2	Terminal rent	1,421,139	1,421,562	1,286,635	423	0.0%	134,927	10.5%
3	Other (boarding bridge)	36,870	39,788	57,831	2,918	7.9%	(18,043)	-31.2%
	<i>Total Passenger airline revenue</i>	<u>2,246,134</u>	<u>2,280,113</u>	<u>2,013,939</u>	<u>33,979</u>	<u>1.5%</u>	<u>266,174</u>	<u>13.2%</u>
Non-passenger airline revenue								
4	<b>Non-passenger landing fees</b>	<b>230,016</b>	<b>213,153</b>	<b>157,187</b>	<b>(16,863)</b>	<b>-7.3%</b>	<b>55,966</b>	<b>35.6%</b>
5	Cargo and hangar rentals	59,491	59,492	56,979	1	0.0%	2,513	4.4%
6	Fuel tax	267,461	273,056	349,542	5,595	2.1%	(76,486)	-21.9%
7	Fuel Flowage Fees and Sales	440,602	432,731	484,932	(7,871)	-1.8%	(52,201)	-10.8%
8	Other (ramp parking, rapid refuel)	19,964	19,552	16,980	(412)	-2.1%	2,572	15.1%
	<i>Total Non-passenger airline revenue</i>	<u>1,017,534</u>	<u>997,984</u>	<u>1,065,620</u>	<u>(19,550)</u>	<u>-1.9%</u>	<u>(67,636)</u>	<u>-6.3%</u>
	<i>Total Aeronautical revenue</i>	<u>3,263,668</u>	<u>3,278,097</u>	<u>3,079,559</u>	<u>14,429</u>	<u>0.4%</u>	<u>198,538</u>	<u>6.4%</u>
Non-aeronautical revenue								
9	Land and building leases	656,610	657,476	591,928	866	0.1%	65,548	11.1%
10	Terminal - restaurant & retail	235,362	234,667	211,873	(695)	-0.3%	22,794	10.8%
11	Terminal - other	169,950	169,950	169,466	-	0.0%	484	0.3%
12	Rental cars	1,596,193	1,588,592	1,514,654	(7,601)	-0.5%	73,938	4.9%
13	Parking	2,136,178	2,123,855	1,979,084	(12,323)	-0.6%	144,771	7.3%
14	Ground Transportation	98,688	94,667	91,305	(4,021)	-4.1%	3,362	3.7%
15	Other (advertising, security fee, etc.)	91,425	84,443	68,337	(6,982)	-7.6%	16,106	23.6%
	<i>Total Non-aeronautical revenue</i>	<u>4,984,406</u>	<u>4,953,650</u>	<u>4,626,647</u>	<u>(30,756)</u>	<u>-0.6%</u>	<u>327,003</u>	<u>7.1%</u>
	<b>Total Operating Revenues</b>	<b>\$ 8,248,074</b>	<b>\$ 8,231,747</b>	<b>\$ 7,706,206</b>	<b>\$ (16,327)</b>	<b>-0.2%</b>	<b>\$ 525,541</b>	<b>6.8%</b>

**Grand Junction Regional Airport Authority**  
**Statements of Changes in Net Position**

Unaudited - subject to change

	Year to Date			Forecast Variance		Prior Year Variance	
	11/30/2024	11/30/2024	11/30/2023				
	Forecast	Actual	PY Actual	Forecast \$ Var	Forecast % Var	PY \$ Var	PY % Var
<b>Operating expenses</b>							
16 Personnel compensation and benefits	\$ 2,638,612	\$ 2,568,853	\$ 2,559,161	(69,759)	-2.6%	9,692	0.4%
17 Communications and utilities	357,870	302,921	347,135	(54,949)	-15.4%	(44,214)	-12.7%
<b>18 Supplies and materials</b>	<b>659,307</b>	<b>555,773</b>	<b>701,314</b>	<b>(103,534)</b>	<b>-15.7%</b>	<b>(145,541)</b>	<b>-20.8%</b>
19 Contract services	952,710	957,707	556,428	4,997	0.5%	401,279	72.1%
<b>20 Repairs &amp; maintenance</b>	<b>655,382</b>	<b>690,855</b>	<b>511,251</b>	<b>35,473</b>	<b>5.4%</b>	<b>179,604</b>	<b>35.1%</b>
21 Insurance	149,396	150,570	140,341	1,174	0.8%	10,229	7.3%
22 Training, Travel, & Air Service Development	162,622	136,455	123,151	(26,167)	-16.1%	13,304	10.8%
23 Other Expense (marketing, professional dues, etc.)	112,861	51,102	72,241	(61,759)	-54.7%	(21,139)	-29.3%
24 Contingency Expense	-	-	-	-	0.0%	-	0.0%
<i>Total Operating expenses</i>	<i>5,688,760</i>	<i>5,414,236</i>	<i>5,011,022</i>	<i>(274,524)</i>	<i>-4.8%</i>	<i>403,214</i>	<i>8.0%</i>
<b>Excess of Operating revenue over (under) expense</b>	<b>\$ 2,559,314</b>	<b>\$ 2,817,511</b>	<b>\$ 2,695,184</b>	<b>258,197</b>	<b>10.1%</b>	<b>122,327</b>	<b>4.5%</b>
<b>Non-operating revenue (expenses)</b>							
<b>25 Passenger facility charges</b>	<b>918,312</b>	<b>997,532</b>	<b>908,575</b>	<b>79,220</b>	<b>8.6%</b>	<b>88,957</b>	<b>9.8%</b>
26 Interest income	1,173,065	1,135,461	968,209	(37,604)	-3.2%	167,252	17.3%
27 Interest expense	(708,689)	(708,688)	(723,614)	1	0.0%	14,926	2.1%
28 Customer facility charges	643,896	673,320	594,268	29,424	4.6%	79,052	13.3%
<b>29 Capital contributions</b>	<b>25,553,937</b>	<b>20,930,241</b>	<b>20,217,530</b>	<b>(4,623,696)</b>	<b>-18.1%</b>	<b>712,711</b>	<b>3.5%</b>
<b>29 Capital expenditures</b>	<b>(29,566,143)</b>	<b>(24,085,498)</b>	<b>(25,539,788)</b>	<b>5,480,645</b>	<b>18.5%</b>	<b>1,454,290</b>	<b>5.7%</b>
30 Non-Capital Contributions	28,719	26,788	95,903	(1,931)	-6.7%	(69,115)	-72.1%
31 Debt principal payments	(326,000)	(326,031)	-	(31)	0.0%	(326,031)	0.0%
<i>Total Non-operating revenue (expenses)</i>	<i>(2,282,903)</i>	<i>(1,356,875)</i>	<i>(3,478,917)</i>	<i>926,028</i>	<i>40.6%</i>	<i>2,122,042</i>	<i>61.0%</i>
<b>Excess of revenue over (under) expense</b>	<b>\$ 276,411</b>	<b>\$ 1,460,636</b>	<b>\$ (783,733)</b>	<b>1,184,225</b>	<b>428.4%</b>	<b>2,244,369</b>	<b>-286.4%</b>

## Variance Explanations - November 2024 Preliminary Financial Statements

Below are variance explanations for revenue and expense accounts with a forecast variance of more than 5% and when the revenue or expense category makes up at least 5% of the YTD operating forecast of \$412K for revenue and \$421K for all non-capital expenses and non-operating revenues and other impactful variances.

	YTD Nov-24 Forecast	YTD Nov -24 Actual	YTD Nov -23 Actual	Forecast Variance		PY Variance	
Seat Capacity	325,548	325,470	284,508	(78)	0%	40,962	14%
Passenger Landed Weight	308,148,268	320,987,779	276,282,660	12,839,511	4%	44,705,119	16%
Enplanements	236,276	256,643	231,460	20,367	9%	25,183	11%
Load Factor	73%	79%	81%	6%		-3%	

### **Operating Revenues: Operating revenues held flat to forecast through November 2024**

4 **Non-Passenger Landing Fees** - Non-passenger landing fees were 7% (\$17K) below forecast driven by fewer FedEx flights and no BLM activity.

### **Operating Expenses: Operating expenses were 5% (\$275K) below forecast through November 2024**

18 **Supplies & Materials** – Supplies and materials were 16% (\$104K) below forecast. Actual expenses are incurred on an as-needed basis.

20 **Repairs & Maintenance** – Repairs and maintenance expenses were 5% (\$35K) above forecast. Actual expenses are incurred on an as-needed basis.

### **Non-Operating Revenues and Expenses:**

25 **Passenger Facility Charge Revenue** – PFC revenue was 9% (\$79K) above forecast through November, driven by higher-than-forecasted passenger traffic.

29 **Capital Contributions & Expenditures** – The differences to forecasted amounts in these accounts are due to the monthly forecast allocation methodology. The year-to-date forecast reflects the total 2024 forecasted capital expenditures. Variances are driven by actuals only reflecting November year-to-date invoiced amounts and the capital expenditure forecast reflecting maximum potential expenditures this year.

**Grand Junction Regional Airport Authority**  
**Statement of Financial Position - Unaudited, subject to change**

	Month Ending 11/30/2024	Month Ending 10/31/2024	Variance
<b>Assets</b>			
Current Assets			
	\$ 20,388,760	\$ 20,628,963	\$ (240,203)
	3,831,378	4,495,800	(664,422)
1	<i>Total Cash and Cash Equivalents</i>	24,220,139	(904,625)
Accounts Receivable			
	5,207,251	5,462,883	(255,632)
	10,945,851	10,604,181	341,670
2	<i>Total Accounts Receivable, Net</i>	16,153,102	86,038
3	Prepaid Expenses	528,104	(22,904)
	<i>Total Current Assets</i>	40,901,345	(841,491)
<b>Non-Current Assets</b>			
Capital Assets			
	49,676,441	49,676,441	-
	57,881,596	58,385,453	(503,857)
4	<i>Total Capital Assets, Net</i>	107,558,037	(503,857)
5	Bond Project Fund	122,467	806
	<i>Total Non-Current Assets</i>	107,680,504	(503,051)
	<b>Total Assets</b>	<b>148,581,848</b>	<b>(1,344,541)</b>
6	<b>Deferred Outflows of Resources - Pension Plan</b>	<b>1,184,105</b>	<b>-</b>
<b>Liabilities</b>			
Current Liabilities			
7	Accounts Payable - Ops	158,626	45,713
7	Accounts Payable - Capital	3,361,113	(1,752,025)
8	Accrued Expenses	203,468	67
9	Lease Deposits	151,054	-
10	Deferred Revenue	28,397	-
11	Note Payable	404,043	8,529
12	Current portion of bonds payable	1,311,136	55,675
	<i>Total Current Liabilities</i>	5,617,836	(1,642,041)
Long Term Liabilities			
	3,075,737	3,075,737	-
	14,369,592	14,369,592	-
	971,622	973,711	(2,089)
	2,246,984	2,246,984	-
13	<i>Total Long Term Liabilities</i>	20,663,935	(2,089)
	<i>Total Liabilities</i>	26,281,771	(1,644,129)
14	<b>Deferred Inflows of Resources</b>	<b>4,222,144</b>	<b>-</b>
	<b>Total Net Position</b>	<b>\$ 119,262,038</b>	<b>\$ 299,588</b>

## Variance Explanations - November 2024 Statement of Financial Position

### ***Assets: Total Assets decreased by \$1.3M from October 2024 to November 2024 primarily due to grant reimbursements and capital accounts receivable cycles.***

- 1 **Cash** – Unrestricted cash decreased by \$240K due to the timing of payments for capital projects. Restricted cash decreased by \$664K due to the transfer of funds to cover bond payment that was partially offset by PFC and CFC activity.
- 2 **Accounts Receivable** – Total receivables increased by \$86K due to collection of operating receivables offset by reimbursement requests issued but not yet received.
- 3 **Prepaid Expenses** – Prepaid expenses are primarily related to insurance contracts and software subscriptions that we pay annually, or in advance, that we will receive benefit for over a period of time. As we use these services over the policy or contract period, the amount is recognized as an expense, rather than expensing the entire annual cost in the month that it is paid.
- 4 **Capital Assets, Net** – Historically, the airport has not capitalized equipment throughout the year as it is purchased, but instead, expenses all purchases as part of capital expenditures and then capitalizes assets at year end. This allows us to track spending for budget purposes. Therefore, the only change in the fixed assets accounts that will be seen on a monthly basis is the regular monthly depreciation of assets.
- 5 **Bond Project Fund** – The remaining bond project fund balance represents interest earnings that were accumulated on the project funds. The accumulated interest is still restricted in purpose, but is available to cover debt service.

### ***Deferred Outflows of Resources:***

- 6 **Deferred Outflows of Resources - Pension Plan** – The deferred outflows of resources represent a timing difference for recognizing changes in the estimated pension liability for our PERA pension and health plans offered to employees. The pension liability is only re-valued annually so there is no change from month to month. The change in these accounts represent accounting estimates and non-cash transactions. These amounts will only change once per year when the calculation is updated.

***Liabilities: Total Liabilities decreased by \$1.6M from October 2024 to November 2024 due to a decrease in accounts payable associated with the airfield projects.***

- 7 **Accounts Payable** – The majority of the balance and the variance from month to month are caused by the capital expenses payable to contractors and engineers associated with our capital projects.
- 8 **Accrued Expenses** – This category is primarily made up of liabilities for un-used Paid Time Off and payroll accruals to recognize payroll expenses in the periods that the employees have worked. Changes in this account month to month are almost entirely related to changes in the payroll accruals.
- 9 **Lease Deposits** – Lease deposits are primarily made up of General Aviation Lease deposits that were required in the standard ground lease based on a number of month's rent. We also hold deposits for parking passes held by airport tenant employees. These amounts are payable back to tenants at the end of the lease, or as parking passes are returned. The balance of deposits typically does not change materially from period to period as activity is limited.
- 10 **Deferred Revenue** – This liability represents rent received in advance and is primarily made up of a pre-payment received by the BLM in 2017. Prepaid rent is a liability because we have not provided our tenant with the space for the period of time that they paid us for.
- 11 **Note Payable** – This line is the amount due in the next year on the CO SIB loan taken to pay for the public parking lot expansion and rehabilitation of Taxilane C1A. SIB loan payments are due annually in March.
- 12 **Current Portion of bonds payable** – This balance represents principal and interest due on the outstanding revenue bond in the current calendar year. We have semi-annual payments due June 1 and December 1 for the bonds.
- 13 **Long-Term Liabilities** – Long-term deferred revenue represents payments received by the airport for future rights of services or rent for periods farther out than 12 months. The long-term bond and capital lease payable balance is updated annually at year-end to reflect the remaining portion due beyond one year, therefore there is no change from the prior month. The net Pension liability is also only calculated annually, so there will be no change in this amount. This is the actuarial estimate of the airport's portion of the unfunded Pension liability for PERA.

***Deferred Inflows of Resources:***

- 14 **Deferred Inflows of Resources - Pension Plan** – Similar to deferred outflows described above, the deferred inflows of resources represent a timing difference for recognizing changes in the estimated pension liability for our PERA pension and health plans offered to employees. Deferred Inflows of resources actually represent increases to the pension liability that will be recognized in future years, primarily related to changes in actuarial assumptions. These will only be calculated annually, and therefore no changes will be seen month to month.

***Total Net Position: Total Net Position increased from October 2024 to November 2024 by \$300K driven by a decrease in accounts payable partly offset by a decrease in cash due to the timing of payments and receivables for airfield projects.***

**Grand Junction Regional Airport Authority****Current Assets and Current Liabilities - Unaudited, subject to change**

	Month Ending 11/30/2024	Month Ending 10/31/2024	Variance
<b>Current Assets</b>			
Cash and Cash Equivalents - Unrestricted	\$ 20,388,760	\$ 20,628,963	\$ (240,203)
Cash and Cash Equivalents - Restricted	3,831,378	4,495,800	(664,422)
Operating Accounts Receivable	5,207,251	5,462,883	(255,632)
Capital Accounts Receivable	10,945,851	10,604,181	341,670
Prepaid Expenses	528,104	551,008	(22,904)
<b>Total Current Assets</b>	<b>40,901,345</b>	<b>41,742,835</b>	<b>(841,491)</b>
<b>Current Liabilities</b>			
Accounts Payable - Ops	158,626	112,913	45,713
Accounts Payable - Capital	3,361,113	5,113,138	(1,752,025)
Accrued Expenses	203,468	203,401	67
Lease Deposits	151,054	151,054	-
Deferred Revenue	28,397	28,397	-
Current portion of note and bonds payable	1,715,179	1,650,975	64,204
<b>Total Current Liabilities</b>	<b>5,617,836</b>	<b>7,259,877</b>	<b>(1,642,041)</b>
Current Ratio - Excluding Restricted Cash	6.60	5.13	1.47
Days Unrestricted Cash on Hand	1,103	1,116	(13)



**GJRAA - Breakdown of Capital Expenditure Costs Year-to-Date through November 30, 2024**

**2024 GRANT FUNDED CAPITAL EXPENDITURES INCURRED AND GRANT REVENUE RECOGNIZED**

Grant Number	Project/Grant Description	2024 Project Costs Incurred	Grant Revenue Recognized in	
			2024	2024 GJRAA Local Share
AIP 72	Construct Runway 11/29 (Phase 11-Grading and Drainage)	1,041,560	1,041,560	-
AIP 75	Runway Design -Schedule 4-7 Utility Infrastructure *	(10,555)	(9,499)	(1,055)
AIP 76	RWY 11-29 Construction Schedule 4	1,430,152	1,325,894	104,258
AIP 77	NAVAIDs and Schedule 4a Grading and Drainage	406,480	386,156	20,324
AIP 78	Temp NAVAID Equipment Construction Pavement Design	8,315,529	7,483,976	831,553
AIP 79	RWY 12-30 Sch 5-7 Grading & Drainage	5,714,216	5,339,363	374,853
AIP 80	Passenger Loading Bridges	1,157,679	1,099,795	57,884
AIP 81	RWY 12-30 Sch 6 Grading & Drainage	3,755,138	3,521,944	233,194
AIP 82	RWY 12-30 Pavement Subbase	183,818	165,436	18,382
AIP 83	RWY 12-30 Pavement Subbase	618,240	556,416	61,824
AIP TBD	RWY 12-30 Pavement Design Remaining	591,945	-	591,945
CDOT	ARFF Truck Replacement	32,000	19,200	12,800
<b>Total Grant Projects</b>		<b>\$ 23,236,203</b>	<b>\$ 20,930,241</b>	<b>\$ 2,305,961</b>

\*Expenses reallocated to AIP 72

**2024 CAPITAL EXPENDITURES INCURRED FOR PROJECTS WITH NO GRANT FUNDING**

Project Description	2024 Costs Incurred
Employee Parking Lot Expansion	9,200
4/22 Pavement Rehab	82,101
Gate 1 Repairs	11,273
GJT Fire Suppression System Upgrade Design	4,375
GJT Passenger Boarding Bridge Replacement Design	(38,033)
Parking Lot Expansion Landscaping & Lighting	201,548
ATCT Roof and Mechanical Replacement	29,040
Basement Improvements	39,376
Rental Car Common Use Facility	80,403
Branding and Signage	37,252
Terminal Parking Expansion Design	4,523
Other Capital Expenditures	388,238
<b>Total Non-AIP Projects</b>	<b>\$ 849,295</b>

**Total Capital Expenditures YTD \$ 24,085,498**