



# **Board Packet**

**Regular Board Meeting**

*August 20, 2019*

**Grand Junction Regional Airport Authority**



**Date:** August 20, 2019

**Location:**

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

**Time:** 5:15 PM

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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 fill out a comment card prior to the meeting. If you have a written statement for the Board, please have 10 copies available and give them to the Executive Director who will distribute them to the Board. The Board Chairman 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 Chairman, 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**

The Consent Agenda is intended to allow the Board to spend its time on the more complex items on the agenda. These items are perceived as non-controversial and can be approved by a single motion. The public or Board Members may ask that an item be removed from the Consent Agenda and be considered individually.

- A. July 16, 2019 Meeting Minutes \_\_\_\_\_ 1
  - Approval of July 16, 2019 Board Meeting Minutes
- B. CDOT Division of Aeronautics Grant \_\_\_\_\_ 2
  - Approval of CDOT Grant Agreement 19-GJT-01 for \$250,000 and adopt the

Resolution as outlined in Exhibit B, and authorize the Executive Director to sign. Grant covers a portion of GJT's match for the fence project (runway replacement program).

- C. Xcel Construction Agreement \_\_\_\_\_ 3
  - Approval of the contract agreement for Xcel Energy for \$372,896.83 funded under AIP: 3-08-0027-063-2019 and authorize the Executive Director to sign. Agreement is part of fence project (runway replacement program).
- D. FAA AIP 63 Grant Offer (Runway Fence Project Schedule 1 and Schedule 2) \_\_\_\_\_ 4
  - Approval of the FAA Grant Offer AIP: 3-08-0027-063-2019 for \$3,500,000 and the Co-Sponsor Agreements, and authorize the Executive Director to sign. Grant offer is for remainder of fence project (runway replacement program).
- E. Fence Project Schedule 1 & Schedule 2 – Notice of Award for Construction \_\_\_\_\_ 5
  - Approval of the contract agreement and the Notice of Award to Kirkland Construction, LLLP for \$3,089,057.70 for Schedule 1 and Schedule 2 funded under AIP: 3-08-0027-063-2019, and authorize the Executive Director to sign. Notice of award for construction for remainder of fence project (runway replacement program).
- F. RTR Construction Administration – Contract Amendment \_\_\_\_\_ 6
  - Approval of the contract amendment for Mead and Hunt and authorize the executive director to sign. This increases the contract by \$80,472.60. This contract amendment is part of the close out of the RTR project (runway replacement program).
- G. RTR Construction - Final Change Order \_\_\_\_\_ 7
  - Approval of the final change order for SEMA Construction for RTR Construction and authorize the Executive Director to sign. This final change order reduces the contract by \$337,232.15 to reflect actual work completed and is part of the close out of the RTR project (runway replacement program).
- H. Taxiway A Construction Administration – Contract Amendment \_\_\_\_\_ 8
  - Approval of the contract amendment for Garver and authorize the Executive Director to sign. This contract amendment is for additional construction management services related to additional construction time to complete the project. This increases the contract by \$58,600.80. This item is part of the Taxiway A project close out.
- I. Taxiway A Construction – Final Change Order \_\_\_\_\_ 9
  - Approval of the final change order for United Companies for Taxiway A construction and authorize the Executive Director to sign. This final change order reduces the contract by \$89,001.13 to reflect actual work completed and is part of the Taxiway A project close out.

J.	Approval of Asset Disposal _____	10
	- Authorize the Executive Director to negotiate on behalf of the Airport and approve the disposal of four assets based on a disposal method that brings the highest and best value to the airport. Estimated total value is \$26,400.	
K.	Employee Handbook Amendment _____	11
	- 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.	
L.	Procurement Policy Amendment _____	12
	- Approval of amendment to the procurement policy updating petty cash procedures, the signing and execution of contracts over \$10,000, legal invoice processing, and processing change orders.	
M.	Upgrade of Flat Plate Conveyor Controls _____	13
	- Authorize Executive Director to execute \$20,400 quotation from McAtlin Electrical Corporation to replace both flat plate conveyors in baggage claim.	
N.	Replacement of Flat Plate Conveyor Roll Up Doors and Operators _____	14
	- Authorize Executive Director to execute \$15,800 quotation from Overhead Door Company of Grand Junction to replace four baggage claim doors and related components.	
<b>VII.</b>	<b>Action Item</b>	
A.	Appoint Budget Officer _____	15
	- Staff recommends that the Board permanently appoint the Finance Director as the Budget Officer for purposes of CRS 29-1-104.	
<b>VIII.</b>	<b>Staff Reports</b>	
A.	Director's Report (Angela Padalecki)	
B.	Operations Report (Mark Papko)	
C.	Finance and Activity Report (Sarah Menge) _____	16
D.	Facilities Report (Ben Peck)	
E.	Project Report (Eric Trinklein)	
<b>IX.</b>	<b>Any other business which may come before the Board</b>	
<b>X.</b>	<b>Executive Session</b>	
	<i>Executive session to conduct a conference with the Executive Director and General Counsel for the purpose of discussing the Airport's purchase, lease, transfer or sale of real property; determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pursuant to CRS 24-6-402(4)(a) regarding the Sky Adventures Building.</i>	
<b>XI.</b>	<b>Adjournment</b>	




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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
 Meeting Minutes  
 July 16, 2019

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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 5:15 PM on July 16, 2019 in Grand Junction, Colorado and in the County of Mesa.

<p><b><u>Commissioners Present:</u></b>          Tom Benton (Chairman)          Erling Brabaek          Chuck McDaniel (Vice-Chairman)          Thaddeus Shrader          Clay Tuflly          Ron Velarde</p> <p><b><u>Airport Staff:</u></b>          Joseph Burtard (Clerk)          Karl Hanlon (Counsel)          Sarah Menge          Angela Padalecki (Executive Director)          Mark Papko          Ben Peck          Eric Trinklein</p>	<p><b><u>Guests:</u></b>          Shannon Kinslow, TOIL          Joe Vaccarelli, Daily Sentinel          Scott Cary, Mead &amp; Hunt          Brad Barker, CAP          Randy Rush, HUB International          Ryan Hayes, Mead &amp; Hunt          Lauren Rasmussen, Mead &amp; Hunt          Stan Kiser, Commissioner Candidate          Larry Kempton III, Commissioner Candidate          Linde Marshall, Commissioner Candidate          Bryan Wachs, Commissioner Candidate          Greg Olson, Commissioner Candidate          Eric Carlson, Commissioner Candidate          Anne Landman, Commissioner Candidate</p>
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**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Commissioner McDaniel made a motion to address the following Action Items at the beginning of the meeting: (1) At-Large Commissioner Candidate Selection and (2) GJRAA Employee Health Insurance. In addition, "Grand Valley Power Transmission Easement" was removed from the Consent Agenda. Commissioner Tuflly second the motion. Voice Vote. All Ayes.*

**IV. Commissioner Comments**

*No Commissioner comments were made.*

**V. Citizen Comments**

*No citizen comments were made.*

**VI. Consent Agenda**

A. June 18, 2019 Meeting Minutes

~~B. Grand Valley Power Transmission Easement~~

C. 2018 Audit Acceptance

D. Change Order #03 RTR Relocation Project

E. Recommendation for Award Kirkland Construction (Fencing Project)

F. Recommendation for Award Mead and Hunt Construction Administration (Fencing Project)

G. Recommendation for Award FAA Reimbursement Agreement (Fencing Project)

H. Ground Lease Changes

a. Corporate Hangars

b. Hangar One Association

c. V&S Holdings, LLC

*Commissioner Tufly moved to adopt the Consent Agenda. Commissioner Brabaek abstained from voting due to a potential conflict of interest with the Ground Lease Changes. Commissioner Shrader seconded. Voice Vote. All Ayes.*

**VII. Action Items**

At-Large Commissioner Candidate Selection

*The meeting was opened to public comment. No public comments were made. After three rounds of voting, the candidate list was narrowed down to Linde Marshall. Commissioner Shrader moved move to recommend to Mesa County and the City of Grand Junction that Linde Marshall be appointed as the at-large director for the Grand Junction Regional Airport Authority Board. Commissioner Tufly seconded the motion. Voice vote. All Ayes.*

GJRAA Employee Health Insurance

*Commissioner Brabaek moved to approve the proposed health insurance benefits for the plan year of September 1, 2019 through August 31, 2020. Commissioner Velarde seconded the motion. Voice Vote. All Ayes.*

**VIII. Staff Reports**

A. Director's Report (Angela Padalecki)

B. Operations Report (Mark Papko)

C. Finance and Activity Report (Sarah Menge)

D. Facilities Report (Ben Peck)

E. Project Report (Eric Trinklein)

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

None

**X. Adjournment**

*Commissioner Velarde moved for adjournment. Commissioner Tuflly seconded. Voice Vote. All Ayes.*

The meeting adjourned at approximately 7:32 PM.

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

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Tom Benton, Board Chairman

***ATTEST:***

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Joseph R. Burtard, Clerk to the Board

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	CDOT Division of Aeronautics Grant – 2019 Runway Base Bid
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of CDOT Grant Agreement 19-GJT-01 for \$250,000 <i>and</i> adopt the Resolution as outlined in Exhibit B and authorize the Executive Director to sign.
LAST ACTION:	Board approval of FAA Grant Offer 3-08-0027-062-2019 at the June 2019 Regular Board meeting.
DISCUSSION:	<p>This item is for the Colorado Department of Transportation – Division of Aeronautics (CDOT) grant award that covers part of the matching funds for our first 2019 AIP grant award (\$4.9M) for the first of three fence construction schedules approved at June Board meeting.</p> <p>CDOT has finalized its agreements for matching funds for 2019 AIP 62 project.</p> <p>The CDOT maximum obligation will be \$250,000. This is an increase from \$150,000 which was provided last year.</p> <p>This agreement is between the Airport and CDOT and therefore does not require co-sponsor approvals (City and County).</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	<u>AIP 62 Budget</u> FAA \$4,910,000 <b>CDOT \$250,000</b> GJT \$295,555.56 Budgeted Total Project \$5,455,555.56
COMMUNICATION STRATEGY:	None.
ATTACHMENTS:	CDOT Grant Agreement
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597



**GRANT AWARD LETTER**  
**SUMMARY OF GRANT AWARD TERMS AND CONDITIONS**

<b>State Agency</b> Colorado Department of Transportation, Colorado Aeronautical Board, Division of Aeronautics	<b>Grant Amount</b>  <b>State: \$250,000.00</b>
<b>Grantee</b> GRAND JUNCTION REGIONAL AIRPORT AUTHORITY	
<b>Grant Issuance Date</b> The Effective Date	
<b>Grant Expiration Date</b> June 30, 2022	<b>Local Match Amount</b>  <b>Local: \$295,556.00</b>
<b>Grant Authority</b> Authority to enter into this Grant exists in CRS §43-10-108.5 and funds have been budgeted, appropriated and otherwise made available pursuant to CRS §§39-27-112(2)(b), 43-10-109, 43-10-102 and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance, and coordination have been accomplished from and with appropriate agencies.	
<b>Grant Purpose</b> Element A: Participate in Federally Funded Runway 12/30 2019 Construction	
<b>Exhibits and Order of Precedence</b> The following Exhibits and attachments are included with this Grant: Exhibit A, Discretionary Aviation Grant Application Exhibit B, Resolution Exhibit C, Grant Assurances Exhibit D, Sample Option Letter  In the event of a conflict or inconsistency between this Grant and any Exhibit or attachment, such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority: 1. Provisions of the main body of this Grant 2. Exhibit A, Discretionary Aviation Grant Application 3. Exhibit B, Resolution 4. Exhibit C, Grant Assurances 5. Exhibit D, Sample Option Letter	

## SIGNATURE PAGE

### THE SIGNATORIES LISTED BELOW AUTHORIZE THIS GRANT

Each person signing this Agreement represents and warrants that the signer is duly authorized to execute this Agreement and to bind the Party authorizing such signature.

<p style="text-align: center;"><b>GRANTEE</b> GRAND JUNCTION REGIONAL AIRPORT AUTHORITY</p> <hr/> <hr/> <p>By: Print Name &amp; Title of Person Signing for Grantee</p> <p>Date: _____</p>	<p style="text-align: center;"><b>STATE OF COLORADO</b> Jared S. Polis, Governor <b>Department of Transportation</b></p> <hr/> <p>By: David R. Ulane, Aeronautics Division Director for Shoshana M. Lew, Executive Director</p> <p>Date: _____</p>
<p style="text-align: center;"><b>SECOND GRANTEE – If Needed</b></p> <hr/> <hr/> <p>By: Print Name &amp; Title of Person Signing for Grantee</p> <p>Date: _____</p>	
<p>In accordance with §24-30-202, C.R.S., this Agreement is not valid until signed and dated below by the State Controller or an authorized delegate.</p> <p style="text-align: center;"><b>STATE CONTROLLER</b> <b>Robert Jaros, CPA, MBA, JD</b></p> <hr/> <p style="text-align: center;">By: Department of Transportation Liliya Gershman, Accounting Controller</p> <p style="text-align: center;">Effective Date: _____</p>	

**EXHIBIT A, DISCRETIONARY AVIATION GRANT APPLICATION**



**Colorado Division of Aeronautics  
 Discretionary Aviation Grant Application**

APPLICANT INFORMATION		
<b>APPLICANT SPONSOR:</b> Grand Junction Regional Airport Authority	<b>AIRPORT:</b> Grand Junction Regional Airport	<b>IDENTIFIER:</b> GJT
<b>PROJECT DIRECTOR:</b> Eric Trinklein		
<b>MAILING ADDRESS:</b> 2828 Walker Field Drive	<b>EMAIL ADDRESS:</b>	etrinklein@gairport.com
	<b>PHONE NUMBER:</b>	(970) 248-8597

GRANT NAME AND TERMS		
<b>19-GJT-01</b>	<b>TERMS</b>	
	Execution Date:	Expiration Date: June 30, 2022

FUNDING SUMMARY	
Funding Source	Funding Amount
State Aviation Grant:	\$250,000.00
Local Cash:	\$295,556.00
Local In-Kind:	\$0.00
Federal Aviation Grant:	\$4,910,000.00
<b>Total Project Funding:</b>	<b>\$5,455,556.00</b>

PROJECT SCHEDULE & BUDGET							
ELEMENT DESCRIPTION	STATE FUNDING		LOCAL FUNDING		FEDERAL FUNDING		TOTAL
	A. Participate in Federally Funded Runway 12/30 Construction (2019 Phase)	\$250,000.00	Up to 5%	\$295,556.00	5.42%	\$4,910,000.00	
<b>TOTALS</b>	<b>\$250,000.00</b>		<b>\$295,556.00</b>		<b>\$4,910,000.00</b>		<b>\$5,455,556.00</b>

**EXHIBIT B, RESOLUTION**

**RESOLUTION**

**WHEREAS:**

The General Assembly of the State of Colorado declared in Title 43 of the Colorado Revised Statutes, Article 10, 1991 in CRS §43-10-101 (the Act) "... that there exists a need to promote the safe operations and accessibility of general aviation in this state; that improvements to general aviation transportation facilities will promote diversified economic development across the state; and that accessibility to airport facilities for residents of this state is crucial in the event of a medical or other type of emergency..."

The Act created the Colorado Aeronautical Board ("the Board") to establish policy and procedures for distribution of monies in the Aviation Fund and created the Division of Aeronautics ("the Division") to carry out the directives of the Board, including technical and planning assistance to airports and the administration of the state aviation system grant program. SEE CRS §43-10-103 and C.R.S. §43-10-105 and CRS §43-10-108.5 of the Act.

Any eligible entity operating a public-accessible airport in the state may file an application for and be recipient of a grant to be used solely for aviation purposes. The Division is authorized to assist such airports as request assistance by means of a Resolution passed by the applicant's duly-authorized governing body, which understands that all funds shall be used exclusively for aviation purposes and that it will comply with all grant procedures, grant assurances and requirements as defined in the Division's Program and Procedures Manual, ("the Manual") and the Airport Sponsor Assurances for Colorado Discretionary Aviation Grant Funding ("Grant Assurances") attached hereto as Exhibit C.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The **GRAND JUNCTION REGIONAL AIRPORT AUTHORITY**, as a duly authorized governing body of the grant applicant, hereby formally requests assistance from the Colorado Aeronautical Board and the Division of Aeronautics in the form of a state aviation system grant. The **GRAND JUNCTION REGIONAL AIRPORT AUTHORITY** states that such grant shall be used solely for aviation purposes, as determined by the State, and as generally described in the Application.

By signing this Grant Agreement, the applicant commits to keep open and accessible for public use all grant funded facilities, improvements and services for their useful life, as determined by the Division and stated in the Grant Agreement and Grant Assurances.

**FURTHER BE IT RESOLVED:**

That the **GRAND JUNCTION REGIONAL AIRPORT AUTHORITY** hereby designates **Eric Trinklein** as the Project Director, as described in the Manual and authorizes the Project Director to act in all matters relating to the work project proposed in the Application in its behalf, including executions of the Grant Agreement and any amendments.

**FURTHER:**

The **GRAND JUNCTION REGIONAL AIRPORT AUTHORITY** has appropriated or will otherwise make available in a timely manner all funds, if any, that are required to be provided by the Applicant under the terms and conditions of the Grant Agreement.

**FINALLY:**

The **GRAND JUNCTION REGIONAL AIRPORT AUTHORITY** hereby accepts all guidelines, procedures, standards, and requirements described in the Manual as applicable to the performance of the grant work and hereby approves the Grant Agreement submitted by the State, including all terms and conditions contained therein.

\_\_\_\_\_

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

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

Please print name and title

**ATTEST** (if needed)

\_\_\_\_\_

By: Please print name and title

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	Xcel Construction Agreement – 2019 Runway Project		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of the Contract Agreement for Xcel Energy for \$372,896.83 funded under AIP: 3-08-0027-063-2019 and authorize the Executive Director to sign.		
LAST ACTION:	This is related to the second 2019 AIP Grant Offer.		
DISCUSSION:	This portion of the construction contract will be funded by the second 2019 AIP grant offer (\$3.5M) and includes installation of Xcel utilities.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	FAA \$335,607 GJT \$37,289.83 Budgeted Total Project \$372,896.83		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Xcel Construction Agreement		
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597		

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Account No. 5300121828905  
Job No. 11011869  
2828 WALKER FIELD  
Job Address DR  
GRAND JUNCTION, CO 81506-  
8660



Public Service Company of Colorado

2538 BLICHMANN AVENUE  
GRAND JUNCTION, CO 81505

April 1, 2019

Dear Grand Junction Regional Airport,

Thank you for choosing Xcel Energy to be your energy provider. We appreciate your business, and our goal is to deliver you reliable service at an affordable price.

**This letter contains important information about your requested service. Please read all details below as well as any accompanying information and respond accordingly to ensure your project is completed accurately and timely.**

This letter relates to your request for

- New Electric Distribution

Your portion of the cost of this project is **\$372,896.83**. A hard copy invoice will be sent to you via U.S. Mail Postal Service in the coming days. Please see the attached payment options document for more instructions. Upon receipt of payment and other required documentation as noted below, your project will be scheduled and you will be notified of the scheduled date. If paying by check, please note the account number identified at the top of this letter on your check to ensure accurate and timely payment processing.

Below is a list of additional documentation that you will need to review, sign, and return to the Xcel Energy Designer by email or U.S. Postal Service to their address listed at the bottom of the letter. Please retain a copy of all documentation for your records.

- **Documents to be returned to Xcel Energy:**
  - Construction Agreement
  - Contingency List
  - Customer Provided Trench Agreement
  - Concurrence Drawings
  
- **Additional enclosures:**
  - Payment Options

If you have any questions about the enclosures or about your specific job, please contact **Tillmon McSchooler** at **970-244-2695** and reference your account number and/or job number above.

We look forward to being your energy provider.

Sincerely,  
Tillmon McSchooler  
Designer Thereafter  
2538 BLICHMANN AVENUE  
GRAND JUNCTION, CO 81505  
Xcel Energy  
tillmon.mcschooler@xcelenergy.com



## Customer Payment Options

Xcel Energy offers seven payment options to pay for your construction project. Please select the payment options that work best for you.

### Payment options listed in order of quickest processing

#### **MyAccount/eBill™**

Register at [xcelenergy.com](http://xcelenergy.com) to make a payment from your checking account. You can also enroll in eBill and an email will let you know your bill is ready to view at the MyAccount site in place of receiving a mailed paper bill statement. MyAccount also provides a convenient list of your bill statement and payment history and retains your banking information for future use. Each additional account number will have to be added to your list of managed accounts within MyAccount.

#### **Pay by Phone**

Make payment from your checking or savings account at no charge by using our automated phone system. Please call us at 800.895.4999.

#### **Credit/Debit Card Payment (Not available in TX)**

To pay by phone, call our payment processing partner, BillMatrix, at 888.747.1523.  
To pay online, visit [xcelenergy.com](http://xcelenergy.com) and click on the link to BillMatrix.

*Please note the current fees along with payment information:*

- *Personal credit card = There is a \$2.90 per transaction charge. Payments accepted for up to \$1,000 in one transaction for personal credit card.*
- *Commercial credit card = There is a \$29.95 per transaction charge. Payments accepted for up to \$75,000 - with the corresponding fees in \$3,000 increments. (i.e. 25 \$3,000 payments @ \$29.95 = \$748.75 fee)*

*All credit card types allow a maximum 25 credit/debit card payments in a 30 consecutive day period, per Xcel Energy account, per credit/debit card.*

#### **Overnight Payment Delivery Options**

Send your payment and remittance stub including **account number (written on the memo line of your check)** via FedEx, UPS or USPS overnight delivery to:

Xcel Energy Attn: Remittance Processing  
414 Nicollet Mall, 3<sup>rd</sup> Floor  
Minneapolis, MN 55401-1993  
Overnight delivery contact phone number: 612.330.5593.

The following alternate zip-codes are also valid:  
Minneapolis, MN 55401-1927  
Minneapolis, MN 55401-4993

### ***In-Person Pay Stations***

Pay in-person at a location near you by visiting [xcelenergy.com](http://xcelenergy.com) for pay station locations. **Please include the account number on the memo line of your check.**

*Please note:* A \$1.50 transaction fee applies.

### ***Pay by U.S Postal Service***

When sending payment by U.S. mail, **please include the account number on the memo line of your check.** Do not combine this payment with any other Xcel Energy bill payments. Mail check payments to:

Xcel Energy  
P.O. Box 9477  
Minneapolis, MN 55484-9477

### ***Electronic Funds Transfer (EFT) (Only available to business)***

The Electronic Funds Transfer (EFT) payment process allows business customers to pay via Corporate Trade Exchange (CTX) formatted Automated Clearing House (ACH) (also referred to as EDI-820), the ability to electronically remit payment. The payments to Xcel Energy's bank accounts are initiated by the customer through a series of steps linked to the billing system. The CTX addenda records included with the funds transfer allow the posting of the payments to occur electronically to the account numbers provided by the customer. To obtain Xcel Energy's EFT bank account numbers and to provide transfer confirmation, please email [CustReceive@xcelenergy.com](mailto:CustReceive@xcelenergy.com).

### **Helpful hints to ensure accurate and timely processing of your payment:**

- For all payment options, please have your account number available and note on any payment documentation.
- The hard copy invoice will be sent to you via U.S mail in the coming days. If you would like an electronic copy of our invoice prior to receiving the hard copy, please contact your Designer who is identified in the attached letter.
- In order to apply payment to the correct account and avoid unnecessary delays, please make separate payments for each individual project or invoice.
- Please note that depending on payment selection, it may take up to a few days to process your payment.



This Construction Agreement, "Construction Agreement", is between Public Service Company of Colorado, a Colorado corporation, d.b.a. XCEL ENERGY, hereinafter referred to as "Company" and Grand Junction Regional Airport, a Corporation hereinafter referred to as "Applicant". The Applicant has requested the Company construct and install the necessary Electric Distribution Line Extension, hereinafter referred to as "Extension", to provide Plan A – Permanent Service or, under limited conditions, Plan B – Indeterminate Service, to serve 2828 WALKER FIELD DR in the City of GRAND JUNCTION in the County of MESA in the State of Colorado. This Construction Agreement is subject to the Company's Distribution Extension Policy, as stated in the Company's tariffs, available for inspection at the Colorado Public Utilities Commission and on the Company's website, and such policy and tariffs are incorporated herein by this reference. Any capitalized term in this Construction Agreement that is not expressly defined herein shall have the meaning set forth in our policy and tariffs.

The Company has completed the engineering design and cost estimate to provide the Extension based upon the information Applicant has provided and the service requirements that you have requested. The estimated total Construction Cost to provide the requested Extension is \$375,656.83. Based upon the information provided, the Company's design for the Extension includes 2 meters and/or 0 kW of demand for Electric service. Your potentially awardable Construction Allowance for such number of meters, and/or demand for Electric service, based on the rate schedule as applicable for the Electric service for which the Extension is being constructed, is \$2,760.00. The Applicant shall pay the Company the following Construction Payment of \$372,896.83 before approval of this Construction Agreement and commencement of construction. If the terms and conditions for the award of a one-time Construction Allowance, as discussed further below, have been satisfied; the Construction Payment to be submitted should be reduced by the Construction Allowance amount above with the Company's approval.

The Company will not approve this Construction Agreement unless and until the following three requirements have been satisfied: 1) execution and return to Company of this Construction Agreement by Applicant, and of any other Enclosures that are applicable; 2) receipt by Company of the applicable Construction Payment; and 3) receipt of Customer Dug Trench Agreement one-line diagrams, load information and any other necessary information requested by the Company in order to calculate the appropriate equipment needed to determine the Company's estimate of the Applicant's load. The Construction Payment quoted above shall be effective for sixty (60) days from the Contract Origination Date set forth below. Should this Construction Agreement not be returned to, and accepted by, the Company within those 60 days the Construction Costs may be re-estimated and this Construction Agreement may be terminated and replaced with a new Construction Agreement.

A Construction Allowance will be calculated and awarded to Applicant as provided by this Construction Agreement and the Company's aforementioned policy and tariffs. Construction Allowance will be awarded in a one-time payment if the Company estimates a Permanent Service will be physically connected (ie. a permanent meter will be set) within one year from the execution of this Construction Contract or upon Company review and acceptance of a final plat of the development or subdivision that has been approved by the governmental entity having jurisdiction as applicable. If Construction Allowance is awarded in one payment, Applicant shall not be entitled to any future Construction Allowance or Refunds with respect to this Extension. Unless and until a one-time Construction Allowance payment is awarded by the Company, Construction Allowances will be calculated and awarded on a per-meter and/or volumetric basis, when new permanent meters are set, in conformance with the aforementioned policies and tariffs. The one-time awardable Construction Allowance may differ from the sum stated above if the final plat submitted contains different facts or information from that which was originally provided by Applicant as the basis for this Construction Agreement.

In no event will a Construction Allowance be made after ten (10) years from the Extension Completion Date, as determined from the Company's records. However, if this Extension relates to a Natural Gas Vehicle Fueling Station or an Electric Vehicle Charging Station, no Construction Allowance will be awardable after five (5) years from such Extension Completion Date.

Additional payments greater than this estimated Construction Payment may be required if customer associated delays, obstructions, permit fees, or design changes in the field are encountered which are not included in the original job or Construction Cost estimate. The Construction Cost stated above does not include special items such as but not limited to frost or rock conditions. In the event the Company encounters any special items during construction, the Company shall bill Applicant for such special items as a non-refundable contribution in aid of construction.

This Construction Agreement does not include any Construction Cost of Service Lateral Extensions. Any costs and payments with respect to Service Lateral Extensions will be calculated and contracted separately from this Construction Contract.

Applicant may not assign this Construction Agreement without the prior written consent of the Company.

Applicant agrees to execute the Company's standard right-of-way agreement granting, free of charge to Company, any rights-of-way upon, over or under Applicant's property that may be required for Company to accomplish the objective of this Construction Agreement, to obtain such other rights-of-way, free of charge and on other terms satisfactory to Company, from other parties as may be required. Applicant recognizes the Company's ability to perform under this Construction Agreement is contingent upon the obtaining any other rights-of-way from other parties if required. The Company shall not be required to expend more than commercially reasonable efforts to assist in the acquisition of any third party right-of-way.

If there is a possibility that other utilities or facilities will be installed jointly with the Extension, Applicant must personally contact the local telephone company, the local cable TV company and/or any other utility company to arrange for the installation and payment of any costs of their facilities.

If there is a possibility that the Extension will be constructed during frost conditions, Applicant shall execute a Frost Agreement and return such with this Construction Agreement. Should Applicant not do so, Applicant's project may be delayed until frost conditions have ceased and there is no further chance of encountering frost. Please refer to the Frost Agreement for terms and conditions of that service.

Upon the acceptance of the terms and conditions of this Construction Agreement, Applicant must return all applicable documents to Public Service Company of Colorado, at the address shown below. The Company is unable to accept checks with any sort of lien waiver because our tariffs do not allow it, and Applicant agrees that any attempt to create a lien waiver in such a manner (including by any printed or stamped lien waiver on a check) shall be ineffective and void. After an executed original of this Construction Agreement, all applicable documentation and the Construction Payment is received and accepted by the Company and all other prerequisites have been satisfied, a work order will be issued and released to construction so the Extension can be scheduled. The Company's current lead-time to begin construction after receiving the non-refundable payment and signed documents is approximately 5-7 weeks. You will be notified of which week the Applicant's construction is scheduled to begin. If you have any questions regarding this project, please call a Company representative at 970-244-2695.

The Company looks forward to being your energy provider.

Sincerely,



Tillmon McSchooler  
Xcel Energy Designer

Construction Agreement Origination Date: April 1, 2019

Mailing address: Public Service Company of Colorado  
2538 Blichmann Ave  
Grand Junction, CO 81505

Applicant has reviewed and approved the terms and conditions of this Construction Agreement and accepts the cost of \$372,896.83 and this amount will be paid to Public Service Company of Colorado in full prior to the job being scheduled for a construction date. Applicant understands additional charges may arise, and they will be notified if this occurs. Applicant will send an original signed copy of this Construction Agreement with any applicable agreements/documents.

**Applicant:** Grand Junction Regional Airport a Corporation

\*Signature: \_\_\_\_\_

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

\*Print Name: \_\_\_\_\_

\*Title: \_\_\_\_\_

\*Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Phone: \_\_\_\_\_

**Company Representative**

April 15, 2019

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

Name:

Rodney Sgrignoli

Title: Director Design and Construction

Signature: Rodney D. Sgrignoli

Digitally signed by Rodney D. Sgrignoli  
DN: cn=Rodney D. Sgrignoli, o=Area Engineering,  
ou=Electric Distribution Engineering,  
email=rodney.sgrignoli@psccolorado.com, c=US  
Date: 2019.04.15 09:58:17 -0600

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	FAA AIP 63 Grant Offer (Runway Fence Project Schedule 1 & Schedule 2)
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PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
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RECOMMENDATION:	Approval of the FAA Grant Offer AIP: 3-08-0027-063-2019 for \$3,500,000 and the Co-Sponsor Agreements, and authorize the Executive Director to sign.
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LAST ACTION:	The Board approved the grant application for this project. This is the second AIP grant for the project this year.
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DISCUSSION:	This is the second 2019 AIP grant offer and includes second and third (of three) construction schedules for the fence project. This grant offer must be approved by the Grand Junction City Council, the Mesa County Commissioners, and the Airport Board. Work will include Utility Installation, Property Fence, Runway Object Free Area Road, Ponds, Earthwork, and Pipe Construction. The budget for the grant will include the following:
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Administration	\$11,609.00
Engineering Schedule 1 - Mead&Hunt	\$60,398.60
Construction Schedule 1 - Kirkland	\$2,002,575.75
Xcel	\$372,896.83
Engineering Schedule 2 - Mead&Hunt	\$277,644.00
Construction Schedule 2 - Kirkland	\$1,086,481.95
Engineer Support/Coordination – Mead&Hunt	\$77,283.90
<b>Grand Total</b>	<b>\$3,888,890.03</b>

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REVIEWED BY:	Executive Director and Legal Counsel
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FISCAL IMPACT:	FAA \$3,500,000 GJT \$388,890.03 Budgeted <b>Total \$3,888,890.03</b>
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COMMUNICATION STRATEGY:	None.
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ATTACHMENTS:	1. Grant Offer 3-08-0027-063-2019 2. Co-Sponsorship Agreement (City of Grand Junction & Mesa County)
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STAFFCONTACT: Eric Trinklein  
[etrinklein@gairport.com](mailto:etrinklein@gairport.com)  
Office: 970-248-8597

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U.S. Department  
of Transportation  
Federal Aviation  
Administration

**GRANT AGREEMENT**

**PART I – OFFER**

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Date of Offer	August 12, 2019
Airport/Planning Area	Grand Junction Regional Airport
AIP Grant Number	3-08-0027-063-2019 (Contract No. DOT-FA19NM-1061)
DUNS Number	156135394

**TO:** County of Mesa, Colorado, City of Grand Junction, Colorado, and the Grand Junction Regional Airport Authority  
(herein called the “Sponsor”) (For Co-Sponsors, list all Co-Sponsor names. The word “Sponsor” in this Grant Agreement also applies to a Co-Sponsor.)

**FROM:** The United States of America (acting through the Federal Aviation Administration, herein called the “FAA”)

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated December 4, 2018, for a grant of Federal funds for a project at or associated with the Grand Junction Regional Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Grand Junction Regional Airport (herein called the “Project”) consisting of the following:

**Construct Runway 11/29 (Phase 8-runway object free area road,  
fencing, drainage pond, storm drainage, and earthwork)**

which is more fully described in the Project Application.

**NOW THEREFORE**, according to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as “the Act”), the representations contained in the Project Application, and in consideration of (a) the Sponsor’s adoption and ratification of the Grant Assurances dated March 2014, as applied and interpreted consistent with the FAA Reauthorization Act of 2018 (see 2018 Reauthorization grant condition), (b) the Sponsor’s acceptance of this Offer, and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay 90.00 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$3,500,000.  
The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):  
\$0 for planning  
\$3,500,000 for airport development or noise program implementation; and,  
\$0 for land acquisition.
2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.  
The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).  
The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs – Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application, as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before September 13, 2019, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal

share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
11. **System for Award Management (SAM) Registration And Universal Identifier.**
  - A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi invoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
 

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.
14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
17. **Maximum Obligation Increase for Primary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
  - A. may not be increased for a planning project;
  - B. may be increased by not more than 15 percent for development projects;
  - C. may be increased by not more than 15 percent for a land project.



- 18. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.
- 19. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
- A. Verify the non-federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
  - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
  - C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.
- 20. Ban on Texting When Driving.**
- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
    1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
    2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
      - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
      - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
  - B. The Sponsor must insert the substance of this clause on banning texting when driving in all subgrants, contracts, and subcontracts
- 21. AIP Funded Work Included in a PFC Application.** Within 90 days of acceptance of this award, Sponsor must submit to the Federal Aviation Administration an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this grant award. The airport sponsor may not make any expenditure under this award until project work addressed under this award is removed from an approved PFC application by amendment.
- 22. Exhibit "A" Property Map.** The Exhibit "A" Property Map dated April 2012, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.
- 23. Employee Protection from Reprisal.**
- A. Prohibition of Reprisals –
    1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
      - i. Gross mismanagement of a Federal grant;
      - ii. Gross waste of Federal funds;

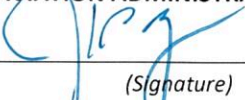
- iii. An abuse of authority relating to implementation or use of Federal funds;
  - iv. A substantial and specific danger to public health or safety; or
  - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
    - i. A member of Congress or a representative of a committee of Congress;
    - ii. An Inspector General;
    - iii. The Government Accountability Office;
    - iv. A Federal office or employee responsible for oversight of a grant program;
    - v. A court or grand jury;
    - vi. A management office of the grantee or subgrantee; or
    - vii. A Federal or State regulatory enforcement agency.
  3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
  4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
  5. Required Actions of the Inspector General – Actions, limitations, and exceptions of the Inspector General’s office are established under 41 U.S.C. § 4712(b)
  6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).
24. **2018 FAA Reauthorization.** This grant agreement is subject to the terms and conditions contained herein including the terms known as the Grant Assurances as they were published in the Federal Register on April 3, 2014. On October 5, 2018, the FAA Reauthorization Act of 2018 made certain amendments to 49 U.S.C. chapter 471. The Reauthorization Act will require FAA to make certain amendments to the assurances in order to best achieve consistency with the statute. Federal law requires that FAA publish any amendments to the assurances in the Federal Register along with an opportunity to comment. In order not to delay the offer of this grant, the existing assurances are attached herein; however, FAA shall interpret and apply these assurances consistent with the Reauthorization Act. To the extent there is a conflict between the assurances and Federal statutes, the statutes shall apply. The full text of the Act is at <https://www.congress.gov/bill/115th-congress/house-bill/302/text>.
  25. **Co-Sponsorship Agreement.** The FAA in tendering this Grant Offer on behalf of the United States recognizes the existence of a Co-Sponsorship Agreement between the County of Mesa, Colorado, the City of Grand Junction, Colorado, and the Grand Junction Regional Airport Authority. By acceptance of the Grant Offer, said parties assume their respective obligations as set forth in said Co-Sponsorship Agreement. It is understood and agreed that said Agreement will not be amended, modified, or terminated without prior written approval of the FAA.
  26. **Co-Sponsor.** The Co-Sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "Sponsor" as used in the application and other assurances is deemed to include all co-sponsors.
  27. **Current FAA Advisory Circulars for AIP Projects.** The sponsor will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the *Current FAA Advisory Circulars Required For Use In AIP Funded and PFC Approved Projects*, dated April 18, 2019, and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

28. **Final Project Documentation.** The Sponsor understands and agrees that in accordance with 49 USC 47111, and with the Airport District Office's (ADO) concurrence, that no payments totaling more than 90.0 percent of United States Government's share of the project's estimated allowable cost may be made before the project is complete. Completed means the following: (1) The project results in a complete, usable unit of work as defined in the grant agreement, (2) The sponsor submits all necessary closeout documentation, and (3) The sponsor receives final payment notification from the ADO.
29. **Wildlife Fence.** The Sponsor understands that the fence is being installed to prevent wildlife from entering the airfield. The Sponsor agrees that it will maintain the integrity of the fence for its useful life, but no less than 20 years from the date of the grant was issued. The Sponsor understands that maintenance of the fence includes repair of damage to the fence or gates due to any purpose.

#

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**

  
\_\_\_\_\_  
*(Signature)*  
**John P. Bauer**  
\_\_\_\_\_  
*(Typed Name)*  
**Manager, Denver Airports District Office**  
\_\_\_\_\_  
*(Title of FAA Official)*

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**COUNTY OF MESA, COLORADO**

\_\_\_\_\_  
*(Name of Sponsor)*  
\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*  
**By:** \_\_\_\_\_  
*(Printed Name of Sponsor's Authorized Official)*  
**Title:** \_\_\_\_\_  
*(Title of Sponsor's Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Colorado. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>2</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CITY OF GRAND JUNCTION, COLORADO**

\_\_\_\_\_  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:**

\_\_\_\_\_  
*(Printed Name of Sponsor's Authorized Official)*

**Title:**

\_\_\_\_\_  
*(Title of Sponsor's Designated Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Colorado. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

<sup>2</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>3</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY**

\_\_\_\_\_  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:**

\_\_\_\_\_  
*(Printed Name of Sponsor's Authorized Official)*

**Title:**

\_\_\_\_\_  
*(Title of Sponsor's Designated Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Colorado. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

<sup>3</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

## SUPPLEMENTAL CO-SPONSORSHIP AGREEMENT

This Supplemental Co-Sponsorship Agreement is entered into and effective this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Grand Junction Regional Airport Authority (“Airport Authority”), and the **City of Grand Junction (City)**.

### RECITALS

A. The Airport Authority is a political subdivision of the State of Colorado, organized pursuant to Section 41-3-101 et seq., C.R.S. The Airport Authority is a separate and distinct entity from the City.

B. The Airport Authority is the owner and operator of the Grand Junction Regional Airport, located in Grand Junction, Colorado (“Airport”).

C. Pursuant to the Title 49, U.S.C., Subtitle VII, Part B, as amended, the Airport Authority has applied for monies from the Federal Aviation Administration (“FAA”), for the construction of certain improvements upon the Airport, pursuant to the terms, plans and specifications set forth in AIP Grant No. **3-08-0027-063-2019** (“Project”).

D. The FAA is willing to provide **\$3,500,000** toward the estimated costs of the Projects, provided the City of Grand Junction and Mesa County execute the Grant Agreements as co-sponsors with the Airport Authority. The FAA is insisting that the City and County execute the Grant Agreements as co-sponsors for two primary reasons. First, the City and County have taxing authority, whereas the Airport Authority does not; accordingly, the FAA is insisting that the City and County execute the Grant Agreement so that public entities with taxing authority are liable for the financial commitments required of the Sponsor under the Grant Agreements, should the Airport Authority not be able to satisfy said financial commitments out of the net revenues generated by the operation of the Airport. In addition, the City and County have jurisdiction over the zoning and land use regulations of the real property surrounding the Airport, whereas the Airport Authority does not enjoy such zoning and land use regulatory authority. By their execution of the Grant Agreements, the City and County would be warranting to the FAA that the proposed improvements are consistent with their respective plans for the development of the area surrounding the Airport, and that they will take appropriate actions, including the adoption of zoning laws, to restrict the use of land surrounding the Airport to activities and purposes compatible with normal Airport operations.

E. The **City** is willing to execute the Grant Agreement, as a co-sponsor, pursuant to the FAA’s request, subject to the terms and conditions of this Supplemental Co-Sponsorship Agreement between the **City** and Airport Authority.

Therefore, in consideration of the above Recitals and the mutual promises and representations set forth below, the **City** and Airport Authority hereby agree as follows:

## AGREEMENT

1. By its execution of this Agreement, the **City** hereby agrees to execute the Grant Agreements, as a co-sponsor, pursuant to the FAA's request.
2. In consideration of the **City's** execution of the Grant Agreement, as co-sponsor, the Airport Authority hereby agrees to hold the **City**, its officers, employees, and agents, harmless from, and to indemnify the **City**, its officers, employees, and agents for:
  - (a) Any and all claims, lawsuits, damages, or liabilities, including reasonable attorney's fees and court costs, which at any time may be or are stated, asserted, or made against the **City**, its officers, employees, or agents, by the FAA or any other third party whomsoever, in any way arising out of, or related under the Grant Agreements, or the prosecution of the Projects contemplated by the Grant Agreements, regardless of whether said claims are frivolous or groundless, other than claims related to the **City's** covenant to take appropriate action, including the adoption of zoning laws, to restrict the use of land surrounding the Airport, over which the **City** has regulatory jurisdiction, to activities and purposes compatible with normal Airport operations, set forth in paragraph 21 of the Assurances incorporated by reference into the Grant Agreements ("Assurances"); and
  - (b) The failure of the Airport Authority, or any of the Airport Authority's officers, agents, employees, or contractors, to comply in any respect with any of the requirements, obligations or duties imposed on the Sponsor by the Grant Agreements, or reasonably related to or inferred there from, other than the Sponsor's zoning and land use obligations under Paragraph 21 of the Assurances, which are the **City's** responsibility for lands surrounding the Airport over which it has regulatory jurisdiction.
3. By its execution of this Agreement, the Airport Authority hereby agrees to comply with each and every requirement of the Sponsor, set forth in the Grant Agreements, or reasonably required in connection therewith, other than the zoning and land use requirements set forth in paragraph 21 of the Assurances, in recognition of the fact that the Airport Authority does not have the power to effect the zoning and land use regulations required by said paragraph.
4. By its execution of this Agreement and the Grant Agreement, the **City** agrees to comply with the zoning and land use requirements of paragraph 21 of the Assurances, with respect to all lands surrounding the Airport that are subject to the **City's** regulatory jurisdiction. The City also hereby warrants and represents that, in accordance with paragraph 6 of the Special Assurances; the Projects contemplated by the Grant Agreements are consistent with present plans of the **City** for the development of the area surrounding the Airport.
5. The parties hereby warrant and represent that, by the **City's** execution of the Grant Agreements, as a co-sponsor, pursuant to the FAA's request, the **City** is not a co-owner, agent, partner, joint venture, or representative of the Airport Authority in the ownership, management or administration of the Airport, and the Airport Authority is, and remains, the sole owner of the Airport, and solely responsible for the operation and management of the Airport.



Done and entered into on the date first set forth above.

GRAND JUNCTION REGIONAL AIRPORT  
AUTHORITY

By \_\_\_\_\_  
**Authorized Representative**

CITY OF GRAND JUNCTION

By \_\_\_\_\_  
**Authorized Representative**

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Fence Project Schedule 1 & Schedule 2 – Notice of Award for Construction
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of the Contract Agreement and the Notice of Award to Kirkland Construction, LLLP for \$3,089,057.70 for Schedule 1 & Schedule 2 funded under AIP: 3-08-0027-063-2019 and authorize the Executive Director to sign.
LAST ACTION:	Board approval of the Base Bid Construction Contract with Kirkland at the July 2019 Regular Board meeting.
DISCUSSION:	<p>This portion of the construction contract will be funded by the second 2019 AIP grant offer (\$3.5M) and includes second and third (of three) construction schedules for the fence project. Work will include utility installation, property fence, runway object free area road, ponds, earthwork, and pipe construction.</p> <p>Once the Notice of Award is issued, Kirkland has 14 days to provide appropriate bonding, insurance, and a signed contract. This task order will authorize the Notice of Award to be signed and the contract agreement to be signed once appropriate bonding, insurance, and the signed contract are provided by Kirkland.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	FAA \$2,780,151 GJT \$308,906.70 Budgeted Total Project \$3,089,057.70
COMMUNICATION STRATEGY:	None.
ATTACHMENTS:	Notice of Award - Kirkland
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597

**NOTICE OF AWARD**

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TO: Kirkland Construction, L.L.L.P. \_\_\_\_\_ DATE: \_\_\_\_\_  
2101 Main Street / PO Box 580 \_\_\_\_\_  
Rye, CO 81069 \_\_\_\_\_

Grand Junction Regional Airport, having considered the Contract Proposals submitted for improvements to the Grand Junction Regional Airport, AIP Project No.3-08-0027-063-2019, and it appearing that your Contract Proposal of Three Million, Eighty-Nine Thousand, Fifty-Seven Dollars and Seventy Cents (\$3,089,057.70) for 2019 Runway 12/30 Airfield Improvements Package 1: Schedule 1 and Schedule 2 is fair, equitable and in the best interest of the Grand Junction Regional Airport and having authorized the work to be performed, the said Contract Proposal is hereby accepted at the bid prices contained therein.

In accordance with the terms of the Contract Documents, you are required to execute the formal Contract Agreement and furnish the required Performance Bond and Payment Bond within 14 consecutive calendar days from and including the date of this notice.

The Bid Bond submitted with your Contract Proposal will be returned upon execution of the Contract Agreement and the furnishing of the Performance Bond and Payment Bond. In the event that you should fail to execute the Contract Agreement and furnish the Performance Bond and Payment Bond, within the time specified, the Bid Bond will be forfeited to the Grand Junction Regional Airport Board.

This Award is subject to the concurrence of the Federal Aviation Administration.

Grand Junction Regional Airport

Grand Junction, Colorado

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

Contract Authorized Representative

\_\_\_\_\_

Name and Title

\_\_\_\_\_

Date

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	RTR Construction Administration – Contract Amendment
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of the Contract Amendment, in the amount of \$80,472.60, for Mead and Hunt and authorize the Executive Director to sign.
LAST ACTION:	Task Order No. 4 dated July 23, 2018 Contract Amendment No.2 dated February 19, 2019
DISCUSSION:	<p>This item is associated with the close out of the RTR Construction Project. This contract amendment is for additional construction management services related to additional construction day count for weather, winter shutdown and nighttime shifts supporting duct installation. This item increases this element of the contract by \$80,472.60. The RTR Construction Project was completed under budget.</p> <p>Additionally, Design Package 2 will not be completed based on federal funds not being available. This item decreases this element of the contract by \$507,475.10. Notice to Proceed for Design Package 2 was not previously authorized. This amendment reconciles the contract amount.</p> <p>In total, this amendment decreases the contract by \$427,002.50 to \$1,744,896.50.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	Funding was not previously identified for Design Package 2. Revised Task Order with Mead and Hunt \$1,744,896.50.
COMMUNICATION STRATEGY:	None.
ATTACHMENTS:	Contract Amendment No. 2 Amending Task Order No. 4
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597



**Contract Amendment No. 2  
Amending Task Order No. 4**

August 8, 2019

Eric Trinklein  
Grand Junction Regional Airport Authority  
2828 Walker Field Drive  
Grand Junction, CO 81506

Project Name: GJT Grand Junction Runway  
Relocation

Project Location: Grand Junction, CO  
Project Number: R2331300-170312.05  
Mead & Hunt Manager: Scott Cary

Subject: Amendment No. 2

Dear Eric Trinklein:

The Grand Junction Regional Airport (GJT) Runway Relocation Project (PROJECT) Task Order #4 requires an Amendment. This Amendment modifies the Scope of Services and fees stated in the original contract between the CLIENT (Grand Junction Regional Airport Authority) and the CONSULTANT (Mead & Hunt, Inc.) dated July 23, 2018 is amended as stated below.

The CLIENT agrees that the CONSULTANT shall provide professional consulting services for the PROJECT as set forth in this Amendment and the CLIENT shall provide payment for those services as provided for in this Amendment. A detailed description of our understanding of the Amended PROJECT Scope of Services, Schedule, and Compensation is provided below.

**Reason for Amendment**

Reduction of Budget: **DECREASE** Task Order No. 4 by Four Hundred Twenty-Seven Thousand, Two Dollars and Fifty Cents (\$ 427,002.50).

**Amended Scope of Services**

The Scope of Services for the PROJECT is amended as follows:

- AIP-57 - Task 204 - Construction Administration - RTR Grading Package: Fees **INCREASED** by a total of Eighty Thousand, Four Hundred Seventy-Two Dollars and Sixty Cents (\$ 80,472.60).

The amended budget for Task 204 is \$ 490,000.00, LUMP SUM.

- Task 207 - Design - 2019 Airfield Improvements Package 2: Fees **DECREASED** by a total Five Hundred Seven Thousand, Four Hundred Seventy-Five Dollars and Ten Cents (\$ 507,475.10).

The amended budget for Task 207 is \$ 0.00.

### **Amended Schedule**

Mead & Hunt proposes the following revised dates to complete the work for this PROJECT:

- No change in schedule.

### **Amended Compensation**

Form of compensation for work in this Amendment will be in accordance with the *Terms and Conditions* of the existing CONTRACT. The GRAND JUNCTION REGIONAL AIRPORT AUTHORITY will pay Mead & Hunt, Inc. a **DECREASE** of \$ **427,002.50** for the work performed under this Amendment.

This Amendment results in a revised contract amount of \$ **1,744,896.50** for the total PROJECT.

### **Authorization for Amendment**

The Amended Scope of Services, Schedule, and Compensation stated in this amendment are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this amendment may be reviewed and modified by Mead & Hunt.

Eric Trinklein

8/7/2019

Page 3

Signatures of authorized representatives of GRAND JUNCTION REGIONAL AIRPORT AUTHORITY and Mead & Hunt shall amend the existing Agreement (original CONTRACT and all previous amendments, if applicable) between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in this Amendment. All services will be performed in accordance with the Terms and Conditions of the original CONTRACT and amendment, if applicable. If a signed copy of this Authorization is not received by Mead & Hunt, Inc. within seven (7) days from the date of issuance, Mead & Hunt, Inc. may stop work on the above services.

Respectfully submitted,

MEAD & HUNT, Inc.



P. Scott Cary, PE. LEED AP  
Aviation Services

Accepted by: **GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY**

Approved by: **MEAD & HUNT, INC.**

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

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

Name: \_\_\_\_\_

Name: Brad Rolf

Title: \_\_\_\_\_

Title: Vice President

*The above person is authorized to sign for Client and bind the Client to the terms hereof.*

*The above person is an authorized signer for Mead & Hunt, Inc.*

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

Date: August 8, 2019

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	RTR Construction – Final Change Order
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PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
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RECOMMENDATION:	Approval of the final change order for SEMA Construction for RTR Construction and authorize the Executive Director to sign.
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LAST ACTION:	Agreement was executed August 1, 2018 Change Order 1 was executed 12/31/18 Change Order 2 was executed 1/14/19 Change Order 3 was executed 7/1/19
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DISCUSSION:	This item is associated with the close out of the RTR Reconstruction Project.  This final change order is used to contractually reconcile overages and underruns in constructed quantities for the project and reduces the contract by \$337,232.15 to \$2,962,358.24.
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REVIEWED BY:	Executive Director and Legal Counsel
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FISCAL IMPACT:	<u>AIP 57 reduced contract amount by:</u> FAA \$303,508 GJRA \$33,724 <b>Total \$337,232.15</b> <b>Contract with SEMA is revised to \$2,962,358.24</b>
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COMMUNICATION STRATEGY:	None.
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ATTACHMENTS:	AIP 3-08-0027-057-2018 Contract Change Order No. Four
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STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597
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## CONTRACT CHANGE ORDER NO. 04

**AIRPORT** Grand Junction Regional Airport **Date** 08/02/2019

**LOCATION** Grand Junction, CO **AIP No.** 3-08-0027-057

**CONTRACTOR** SEMA Construction

You are requested to acknowledge the following quantity changes to the contract based on actual work completed.

Item No.	Description	Quantity	Unit	Unit Price	Amount
<b>Schedule 1</b>					
G-106	Field Office	0.5	MONTH	\$ 4,000.00	\$ 2,000.00
M-104-4.1	Remove Barbed-Wire Fence	333.5	LF	\$ 1.50	\$ 500.25
P-152-4.3	Subgrade Preparation, 12" depth	1103	SY	\$ 2.50	\$ 2,757.50
P-152-4.4	Construction Geotextile for Separation	1103.0	SY	\$ 2.00	\$ 2,206.00
P-152-4.7	Pavement Millings	184.0	CY	\$ 40.00	\$ 7,360.00
P-156-5.2	Installation and Removal of Silt Fence	-5820	LF	\$ 1.45	-\$ 8,439.00
P-156-5.3	Erosion Control Blanket/Mat	-176.0	SY	\$ 1.80	-\$ 316.80
T-901-5.1	Seeding	-4.1	AC	\$ 430.00	-\$ 1,763.00
T-908-5.1	Mulching	20850	SY	\$ 0.25	\$ 5,212.50
F-160-5.1	Woven Wire Fence	189.5	LF	\$ 4.00	\$ 758.00
F-160-5.2	Vehicle Gate, 20' Double Panel Gate	1.0	EA	\$ 800.00	\$ 800.00
F-162-5.1	Chain-Link Fence	20.0	LF	\$ 17.00	\$ 340.00
F-162-5.2	Vehicle Gate, 20' Double Swing Gate	1.0	EA	\$ 1,300.00	\$ 1,300.00
L-110-5.1	Concrete Encased Electrical Duct Bank	23.5	LF	\$ 26.00	\$ 611.00
L-110-5.2	Non-Encased Electrical Conduit, 2 Way-4 Inch	-244.7	LF	\$ 11.00	-\$ 2,691.70
L-110-5.3	Non-Encased Electrical Conduit, 1 Way-2 Inch PVC (DEB)	-10.0	LF	\$ 13.51	-\$ 135.10
L-110-5.4	Inner Duct, 1-1/4 Inch	-1520.0	LF	\$ 1.15	-\$ 1,748.00
L-110-5.5	Trench and Backfill for Direct Buried Conduits for Xcel 12 kV Power	5.9	LF	\$ 3.00	\$ 17.70
L-110-5.6	Trench and Backfill for Concrete Encased Conduits for Xcel 12 kV Power	-1.8	LF	\$ 16.00	-\$ 28.80
L-118-5.1	24 Strand, Fiber Optic Cable, Single Mode	-119.5	LF	\$ 4.00	-\$ 478.00
L-118-5.2	1/O AWG, Stranded, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, including Ground Rods and Ground Connectors	-19.5	LF	\$ 5.00	-\$ 97.50
L-115	Directional Boring 1-Way 2" Conduit	20.0	LF	\$ 59.90	\$ 1,198.00

<b>Schedule 2</b>					
M-104-4.2	RTR Building and Foundation Removal	-1.0	EA	\$ 4,500.00	- \$ 4,500.00
M-104-4.3	RTR Antenna Platform and Foundation Removal	0.5	EA	\$ 5,000.00	\$ 2,500.00
M-104-4.6	Remove Conduit	-256.0	LF	\$ 2.50	- \$ 640.00
M-104-4.8	Remove Concrete Pad	3.2	SY	\$ 200.00	\$ 640.00
P-152-4.5	Uranium Remediation - Along Existing Runway 11/29	-7010.0	CY	\$ 20.00	- \$ 140,200.00
P-152-4.6	Uranium Remediation - At Existing RTR	-975.0	CY	\$ 25.00	- \$ 24,375.00
P-156-5.2	Installation and Removal of Silt Fence	-2360.0	LF	\$ 1.45	- \$ 3,422.00
P-156-5.1	Ditch Check	-1.0	EA	\$ 1,200.00	- \$ 1,200.00
T-901-5.1	Seeding	-1.2	AC	\$ 430.00	- \$ 516.00
T-905-5.1	Topsoiling (Obtained on Site or Removed from Stockpile)	-320.0	CY	\$ 15.00	- \$ 4,800.00
T-908-5.1	Mulching	-2921.0	SY	\$ 0.25	- \$ 730.25
<b>Schedule 3</b>					
P-152-4.1	Unclassified Excavation	-5839.0	CY	\$ 3.35	- \$ 19,560.65
P-152-4.2	Rock Excavation	-2000.0	CY	\$ 25.00	- \$ 50,000.00
P-152-4.3	Subgrade Preparation, 12" depth	-2470.0	SY	\$ 2.50	- \$ 6,175.00
P-152-4.4	Construction Geotextile for Separation	-2470.0	SY	\$ 2.00	- \$ 4,940.00
P-152-4.7	Pavement Millings	-415.0	CY	\$ 40.00	- \$ 16,600.00
P-156-5.1	Ditch Check	-4.0	EA	\$ 1,200.00	- \$ 4,800.00
P-156-5.2	Installation and Removal of Silt Fence	-2790.0	LF	\$ 1.45	- \$ 4,045.50
P-156-5.3	Erosion Control Mat	-28041.0	SY	\$ 1.80	- \$ 50,473.80
T-901-5.1	Seeding	-25.9	AC	\$ 430.00	- \$ 11,137.00
<b>This Change Order Total</b>					<b>- \$ 337,232.15</b>
<b>Previous Change Order(s) Total</b>					<b>\$46,127.14</b>
<b>Original Contract Total</b>					<b>\$ 3,251,843.25</b>
<b>Revised Contract Total</b>					<b>\$ 2,962,358.24</b>

The time provided for completion in the contract is unchanged. This document shall become an amendment to the contract and all provisions of the contract will apply.

Recommended by: jared.easterlin@meadhunt.com  
 nt.com

Digitally signed by  
 jared.easterlin@meadhunt.com  
 DN: cn=jared.easterlin@meadhunt.com  
 Date: 2019.08.02 12:30:31 -06'00'


**Jared Easterlin, P.E., Engineer (Mead & Hunt, Inc.)**

08/02/2019

**Date**

Approved by: \_\_\_\_\_  
**Sponsor (Grand Junction Regional Airport)**

**Date**

Accepted by:   
**Cameron Mang, P.E., Contractor (SEMA Construction)**

08/05/2019

**Date**

Approved by: \_\_\_\_\_  
**Federal Aviation Administration** **Date**

**NOTE:** Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted.

AIP NO. 3-08-0027-057

CHANGE ORDER NO. 04

AIRPORT Grand Junction Regional Airport

LOCATION Grand Junction, CO

**JUSTIFICATION FOR CHANGE**

1. Brief description of the proposed contract change(s) and location(s). This change order is a summary of all quantities as complete that differ from the original contract quantities.
2. Reason(s) for the change(s) <i>(Continue on reverse if necessary)</i> This change order is to reconcile all quantities that have been adjusted by the Engineer or determined as final per the as-built survey compared to the original contract
3. The Sponsor's share of this cost is available from: N/A
4. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
5. Has consent of surety been obtained? Yes <input type="checkbox"/> Not Necessary <input checked="" type="checkbox"/>
6. Will this change affect the insurance coverage? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7. If yes, will the policies be extended? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
8. Has this Change Order been discussed with FAA officials? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  When: 08/01/2019                      With Whom: Kristin Brownson
Comment(s):

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	Taxiway A Construction Administration – Contract Amendment
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of the contract amendment for Garver and authorize the Executive Director to sign. This contract amendment is for additional construction management services related to additional construction time to complete the project.
LAST ACTION:	Garver Work Order No. 5 was executed August 9, 2018.
DISCUSSION:	<p>This item is associated with the close out of the Taxiway A Reconstruction Project.</p> <p>This contract amendment is for additional construction services related to additional construction time required to complete the project and increases the contract by \$58,600.80 to \$296,900.80. The Taxiway A Project funded under AIP No. 3-08-0027-059-2018 was completed under budget.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	<u>AIP 59</u> FAA \$52,740 GJRA \$5,860.80 budgeted dollars <b>Total \$58,600.80</b> Revised Contract with Garver \$296,900.80
COMMUNICATION STRATEGY:	None.
ATTACHMENTS:	Amendment to agreement for professional services - Contract Amendment No. 1.
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597

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**AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES  
Grand Junction Regional Airport Authority  
Grand Junction, Colorado  
Project No. 18081930**

**CONTRACT AMENDMENT NO. 1**

This Contract Amendment No. 1, effective on the date last written below, shall amend the original contract by and between the **Grand Junction Regional Airport Authority of Grand Junction, Colorado** hereinafter referred to as "Owner," and **GARVER, LLC**, hereinafter referred to as "GARVER", in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on May 18, 2017.

This Contract Amendment No. 1 adds professional services for the:

**Taxiway Alpha Rehabilitation – Construction Phase Services**

The original contract is hereby modified as follows:

**APPENDIX A – SCOPE OF SERVICES**

Section 2.2 of Appendix A of the original contract is hereby amended to add the following:

- 12. Construction administration services related to additional construction time needed during the mobilization phase related to the failed test strips and time suspension for marking due to weather (see attached Appendix B, Amendment No. 1)

Section 2.3 of Appendix A of the original contract is hereby amended to add the following:

Acceptance testing underran the estimated amount resulting in a deduction in cost from the total. Acceptance testing is increased to account for failed testing which was deducted from the contractor's pay application.

**APPENDIX B – FEE SUMMARY**

Fee Summary of Appendix B of the original contract is hereby amended to add the following:

Construction administration and construction materials testing services as shown in Appendix A:

<u>Title II Services</u>	<u>Original</u>	<u>Amendment 1</u>	<u>Total</u>
Construction Materials Testing	\$31,000.00	-\$4,787.36	\$26,212.64
Construction Materials Testing – Failed Tests (Billed to Contractor)	\$0.00	\$13,658.85	\$13,658.85
Construction Administration Services	\$96,000.00		\$96,000.00
Construction Observation Services	\$101,800.00	\$49,729.31	\$151,529.31
<u>Project Closeout Services</u>	<u>\$9,500.00</u>		<u>\$9,500.00</u>
Subtotal for Title II Services	\$238,600.00	\$58,600.80	\$296,900.80



This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, Owner and GARVER have executed this Amendment effective as of the date last written below.

Grand Junction Regional Airport  
Authority

GARVER, LLC

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Name: \_\_\_\_\_  
*Printed Name*

Name: \_\_\_\_\_  
*Printed Name*

Title: \_\_\_\_\_

Title: \_\_\_\_\_  
*Vice President*

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

Date: \_\_\_\_\_  
*8/2/19*

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_  
*Cheri Babb*

**APPENDIX B**

**GRAND JUNCTION REGIONAL AIRPORT  
TAXIWAY ALPHA REHABILITATION  
CONSTRUCTION PHASE SERVICES  
AMENDMENT NO. 1**

**FEE SUMMARY**

<b>Title II Services</b>	
Construction Materials Testing	-\$4,787.36
Construction Materials Testing - Failed Tests	\$13,658.85
Construction Observation Services	\$49,729.31
<b>Subtotal for Title II Services</b>	<b>\$58,600.80</b>



**APPENDIX B**

**GRAND JUNCTION REGIONAL AIRPORT  
TAXIWAY ALPHA REHABILITATION**

**CONSTRUCTION OBSERVATION SERVICES**

WORK TASK DESCRIPTION	C-3	C-3
	hr	hr
<b>1. Civil Engineering</b>		
Contractor Coordination	36	
Construction Observation - Mobilization and Test Strip (30 Calendar Day period)	128.5	
Attend pre-activity meeting (Phase A) and preparation	12	
Attend pre-activity meeting (Phase B) and preparation	12	
Attend pre-activity meeting (Final Pavement Markings) and preparation	26	
Construction Observation - Final Pavement Markings	16	
Contractor quantity reconciliations, payment applications and change orders	16	
<b>Subtotal - Civil Engineering</b>	<b>246.5</b>	<b>0</b>

Hours 246.5      0

**SUBTOTAL - SALARIES:** **\$43,137.50**

**DIRECT NON-LABOR EXPENSES**

Office Supplies/Equipment	\$80.95
Mileage (local plus two round trip)	\$1,583.14
Travel	\$22.92
Meals (\$50 per day)	\$346.17
Lodging	\$4,558.63

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** **\$6,591.81**

**SUBTOTAL:** **\$49,729.31**

**SUBCONSULTANTS FEE:** **\$0.00**

**TOTAL FEE:** **\$49,729.31**

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	Taxiway A Construction – Final Change Order
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of the final change order for United Companies for Taxiway A construction and authorize the Executive Director to sign.
LAST ACTION:	Contract was executed August 16, 2018.
DISCUSSION:	<p>This item is associated with the close out of the Taxiway A Reconstruction Project.</p> <p>This final change order is used to contractually reconcile overages and underruns in constructed quantities for the project and reduces the contract by \$89,001.13 to \$1,186,370.02.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	<p><u>AIP 59 reduced contract amount by:</u> FAA \$80,101 GJRA \$8,900 <b>Total \$89,001.13</b> Revised Contract with United Companies \$1,186,370.02</p>
COMMUNICATION STRATEGY:	None.
ATTACHMENTS:	AIP 3-08-0027-059-2018 Contract Change Order No. Two
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597

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**CONTRACT CHANGE ORDER NO. TWO****AIRPORT Grand Junction Regional Airport      DATE July 15, 2019****LOCATION Grand Junction      AIP PROJECT NO. 3-08-0027-059-2018****CONTRACTOR Old Castle SW Group  
Inc. dba United  
Companies, LLC**

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Amount</b>
SS-220-5.1	Pavement Edge Grading	LF	\$3.40	3368	\$1591.20
P-101-5.1a	Cold Milling (0-2" Thickness)	SY	\$4.60	4599	\$8503.56
P-101-5.1b	Cold Milling (3.5" Thickness)	SY	\$5.20	5,879	(\$8429.20)
P-101-5.1c	Cold Milling (5" Thickness)	SY	\$6.60	5,322	(\$3481.97)
P-101-5.1d	Cold Milling for Test Section (2-3" Thickness)	SY	\$7.00	2651.91	\$363.37
P-401-8.1.1	Bituminous Surface Course (1/2" Aggregate; 2" Thickness)	TN	\$148.00	1546.47	(\$4962.44)
P-401-8.1.2	Bituminous Surface Course (3/4" Aggregate; 3" Thickness)	TN	\$137.00	2078.64	(\$19,366.32)
P-401-8.1.3	Bituminous Leveling Course	TN	\$140.00	0	(\$56,000.00)
P-401-8.1.4	Bituminous Surface Course for Test Section (1/2" Aggregate; 2" Thickness)	TN	\$270.00	157.7	\$2079.00
P-401-8.1.5	Bituminous Surface Course for Test Section (3/4" Aggregate; 3" Thickness)	TN	\$219.00	214.01	(\$1311.81)
P-603-5.1	Bituminous Tack Coat	GAL	\$4.00	2047.5	(\$7810.00)
P-620-5.1-1	Runway and Taxiway Painting (Temporary)	SF	\$1.10	4083.25	\$256.58
P-620-5.1-2	Runway and Taxiway Painting (Reflective)	SF	\$4.30	5313	\$11,880.90
P-620-5.1-3	Runway and Taxiway Painting (Non-Reflective)	SF	\$4.00	8,172	\$20,686.00
T-904-5.1	Sodding	SY	\$10.00	0	(\$33,000.00)
<b>This Change Order Total</b>			<b>\$(89,001.13)</b>		
<b>Previous Change Order(s) Total</b>			<b>\$(13,658.85)</b>		
<b>Revised Contract Total</b>			<b>\$1,186,370.02</b>		

The time provided for completion in the contract is increased by 204 working days. This document shall become an amendment to the contract and all provisions of the contract will apply. Changes are shown on attached documents (Invoice No. 3 Final).

Recommended by:	<u>Colin Bible</u>	<u>7/23/19</u>
	Engineer	Date
Approved by:	_____	_____
	Owner	Date
Accepted by:	<u>[Signature]</u>	<u>7/30/2019</u>
	Contractor	Date
Concurred by:	_____	_____
	State Aeronautics (if applicable)	Date
Approved by:	_____	_____
	Federal Aviation Administration	Date

**NOTE:** Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

**AIP PROJECT NO.** 3-08-0027-059-2018

**CHANGE ORDER NO.** TWO

(Supplemental Agreement)

**AIRPORT** Grand Junction Regional Airport

**LOCATION** Grand Junction, Colorado

**JUSTIFICATION FOR CHANGE**

1. Brief description of the proposed contract change(s) and location(s).  
Reconciliation of over and underruns in quantities for the project.

2. Reason(s) for the change(s) (*Continue on reverse if necessary*)  
See above.

3. Justifications for unit prices or total cost.  
This change order resulted in a credit to the owner.

4. The sponsor's share of this cost is available from:  
This change order resulted in a credit to the owner.

5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes  No  Not Applicable .

6. Has consent of surety been obtained? Yes  Not Necessary .

7. Will this change affect the insurance coverage? Yes  No .

8. If yes, will the policies be extended? Yes  No .

9. Has this Change Order been discussed with FAA officials?

Yes  No  When \_\_\_\_\_ With Whom \_\_\_\_\_

Comment Reconciliation change order only; quantities and time.

Submit 4 copies to the FAA

**Grand Junction Regional Airport Authority**  
Agenda Item Summary

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TOPIC: Asset Disposal Approval

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PURPOSE: Information  Guidance  Decision

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RECOMMENDATION: Authorize the Executive Director to negotiate on behalf of the Airport and approve the disposal of four assets based on a disposal method that brings the highest and best value to the airport. Estimated total value is \$26,400.

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SUMMARY: In accordance with our asset disposal policy, the following assets were purchased with an original price of more than \$15,000 and therefore staff are requesting board approval for the disposal. We have identified that these assets are not being used and do not require replacement in our fleet with an equivalent piece of equipment.

Staff have determined the preliminary estimated values through discussions with our equipment dealers for trade-in value, or prices for other similar pieces of equipment that could be found at an auction site or online.

Year	Description	Original Purchase Price	Estimated Disposal Price
1985	Rolba Snow Blower R-400	\$16,400	\$5,000
2005	Root Snow Plow – 20 foot (attaches to truck above)	\$31,742	\$2,500
2009	Bobcat Asphalt Planer AP40	\$17,765	\$8,900
2009	Bobcat Asphalt Heater AH30 w/Doosan G40 Generator	\$20,035	\$10,000

The Snow Blower and Plow attachment are both damaged and not being used. The Bobcat Asphalt Planer and Heater attachment were purchased to perform asphalt patching and repairs, but the small size of the equipment and the quality of the patching has not been successful at the Airport.

We would like to authorize the Executive Director to further negotiate the disposal of these assets through one of the following methods: selling to a scrap dealer, trade-in to a dealer for credits towards other equipment purchases, or sale in a public forum. If the asset is traded-in and the net purchase price will exceed \$10,000, staff will present the purchase with the pre-approved trade-in at that time.

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REVIEWED BY: Executive Director and Legal Counsel

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FISCAL IMPACT: Estimating up to \$26,400 of unbudgeted cash value to the Airport

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ATTACHMENTS: N/A

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STAFF CONTACT: Sarah Menge  
Office: 970.248.8581  
Email: [smenge@gjairport.com](mailto:smenge@gjairport.com)

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# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	Airport Employee Handbook Amendment
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>In conjunction with our regular policy reviews, Airport staff identified revisions needed to the Employee Handbook in order to reflect current practices and make improvements. Those changes are summarized below:</p> <ol style="list-style-type: none"><li>1. Paid Time Off: The Handbook previously had language limiting the use of PTO in the first three months of employment, however, PTO requests are all reviewed and approved/denied by Supervisors Manager, and this should also be the policy for the first three months so this language was removed.</li><li>2. Sick Leave: a) We removed the “requirement” to submit a provider note, but instead indicated that this “may be requested”. b) The limitation on accruing benefits while on sick leave was extended to allow benefits to accrue over a period of time consistent with FMLA. This is also consistent with Mesa County’s policy.</li><li>3. We Revised the definition of “immediate family member” as it relates to the use of sick leave and bereavement leave to include Grand Parents and Grand Children.</li><li>4. Dental Insurance – the language in the handbook still indicated that GJRAA paid for a portion of these costs, however, with our current benefits, that is not accurate, therefore this has been removed.</li></ol>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	N/A
ATTACHMENTS:	Airport Employee Handbook Red-Line Pages. Full Handbook is Available on Request
STAFF CONTACT:	Sarah Menge Email: <a href="mailto:smenge@gjairport.com">smenge@gjairport.com</a> Office: 970-248-8581

### **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 Managers, exercise in the scheduling of leave time.

### **Scheduled Use**

~~Full-time employees are eligible to use accrued PTO after they have completed a minimum of three (3) months of service.~~ The scheduling of time off shall be at the discretion of the supervisor and/or Department Manager based upon operational needs. -Every reasonable effort will be made to accommodate the employee's requested Paid Time Off.

Employees must submit a leave request at least four (4) weeks in advance of the use of leave, to the Supervisor or Department Manager. The supervisor or Department Manager has the option of denying or rescheduling the leave to another date and/or time based upon the operation needs of the Airport. If an employee submits a Paid Time Off request less than four (4) weeks prior to the date requested for leave, the request must be approved by the Department Manager.

### **Unscheduled Leave**

In the event the employee is unable to work due to an unforeseen personal illness or injury or for 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 or the Administration Department as early as possible. Leaving messages with other employees or on voice mail is not acceptable. Failure to call in when absent will 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 medical verification or other proof that unscheduled use of PTO was unavoidable. Such proof may be requested from the supervisor, the Administration Department, or the Airport Manager.
- 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 to cover the absence, he/she may request leave without pay. Time without pay must be requested at least four (4) weeks in advance and approved by the Airport Manager.

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

Upon separation, employees will be paid for all accrued but unused PTO.



## Paid Sick Leave

Full-time employees are credited three and one half (3.5) hours of Sick Leave per pay period. Sick Leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Sick Leave accumulates from year to year with a maximum accrual limit of 520 hours.

Effective *May 20, 2015*, employees with a Sick Leave bank in excess of 520 hours will be permitted to keep the unused leave for future use. Employees with a Sick Leave balance in excess of 520 hours will only be permitted to use a maximum of 520 hours in a 12-month period.

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

Eligible employees may use Sick Leave for an absence due to their own illness or injury. Unscheduled use of PTO will be used for a period of three (3) consecutive days before Sick Leave is authorized. In the event a need for continued time off is necessary, employees shall be allowed to use Sick Leave for the remainder of the leave. The employee may be asked to bring medical certification verifying their illness.

~~Eligible employees may use sick leave for an absence due to their own illness or injury.~~ In addition, Sick Leave may be authorized for a period of forty-hours (40 hours) for any immediate family-member illness. This will be permitted only after three (3) consecutive days of Paid Time Off have been used. Employees may be asked to ~~must~~ submit a note to Administration from an appropriate healthcare provider to be considered for the use of Sick Leave when caring for an immediate family member.

If an employee suffers from an on-the-job injury or illness and is restricted from regular duty, the employee will not be required to first use three (3) consecutive days of Paid Time Off but will be eligible to use Sick Leave in accordance with the Workers' Compensation policy of the handbook.

In the event of your documented life-threatening illness/injury, or the need of an immediate family member, additional ~~sick-Sick leave-Leave~~ may be granted depending on the Airport's ability to accommodate additional leave and with approval of the Administration Department or Airport Manager.

Employees ~~who are on Sick Leave~~ will continue to accrue paid time off and ~~sick-Sick leave-Leave~~ for up to ~~thirty-ninety (3090)~~ consecutive days while using Sick Leave or while taking approved FMLA leave, whichever period is greater. ~~After thirty-ninety (3090) consecutive days~~ or the end of approved FMLA leave, paid time off and ~~sick-Sick Leave~~ will stop accruing.

For the purpose of this policy, immediate family is defined as:

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

## **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 sixty (60) 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 the Administration Department for additional information and specific costs.

## **IRS Section 125 -- Cafeteria Plan**

The Airport is able to 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 the Administration Department for more information.

### **Dental and Vision Insurance**

~~The Airport offers dental and vision insurance coverage beginning on the first day of the month after completion of your sixty (60) day introductory period. Eligibility requirements and costs of coverage are outlined in the Airport's Benefit Handout and are subject to change. The Grand Junction Regional Airport pays a portion of the 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.

### **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, beginning January 1<sup>st</sup>. The employee must contribute to

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 the purpose of this policy, immediate family is defined as:

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

# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	Procurement Policy Amendment
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approval of amendment to the procurement policy updating petty cash procedures, the signing and execution of contracts over \$10,000, legal invoice processing, and processing change orders.
SUMMARY:	<p>In conjunction with our regular policy reviews, the staff identified areas for improvement in the current policy that would improve efficiency and provide clarification to the existing procurement process.</p> <p>The proposed changes to the procurement policy include the following substantive changes:</p> <ol style="list-style-type: none"><li>1. Remove the Petty Cash Procedures from the document. Petty Cash is maintained by the Finance Director as defined in the policy, however, the processes and controls over petty cash should be defined in a procedure memo rather than procurement since all amounts are under \$1,000. Upon removing the petty cash procedures from the procurement policy, we will incorporate those procedures into the accounting policies and procedures manual that is being revised by staff for internal use.</li><li>2. Add a clause that authorizes the Executive Director (ED) to sign and execute contracts over \$10,000 if it has been approved by the Board in an open meeting. This will allow for faster processing of contracts.</li><li>3. Change the Approval requirement for Legal invoices to authorize the ED to approve regular legal invoices that are not related to litigation that are under \$5,000. This will allow us to streamline the processing of these recurring invoices.</li><li>4. A section was added to address the processing of Change Orders. Although change orders occur regularly in our projects, we did not have the approval process defined in our policy.</li></ol>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	N/A
ATTACHMENTS:	Revised Procurement Policy Redline
STAFF CONTACT:	Sarah Menge 970-248-8581 <a href="mailto:smenge@gjairport.com">smenge@gjairport.com</a>

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY**  
**PURCHASING AND PROCUREMENT POLICY**  
(Revised ~~February 19~~August 20, 2019)

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**I. Purpose of Policy**

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- A. It is the policy of the Grand Junction Regional Airport Authority (the "Airport") that goods and services be purchased through a process of evaluation of competitive pricing to obtain the highest quality at the lowest reasonable cost. In addition, goods and services will be sourced through ethical business standards, documented sourcing research, and where outlined below, competitive bidding.
- B. Purchasing's authority is delegated ~~from~~by the Board of Commissioners— in accordance with the statutes, regulations, and administrative rules of the Airport Authority, State and Federal agencies.
- C. ~~These Rules apply~~This policy applies to all purchases of goods and services regardless of funding source.
- D. All goods and services will be purchased based on a budget approved by the Board of Commissioners.

**~~Ethie~~**

**II. Ethical Responsibility**

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- A. All parties involved in the negotiation, performance, or administration of Airport contracts are bound to act in good faith. Any person employed by the Airport who purchases goods and services, or is involved in the procurement process for the Airport, shall be held to the highest degree of trust and shall be bound to the Grand Junction Regional Airport's Code of Professional Conduct ~~-or any successor code~~ or policy. Implied duties of good faith and fair dealing shall be deemed to be contained in every contract and agreement of the Airport and shall apply to both parties.

**~~Petty Cash~~**

### III. Purchasing Approval Requirements and Procedures

- A. ~~Petty Cash shall be used for small purchases, such as postage and incidental supplies, freight and express, and similar items that cannot be obtained from vendors or suppliers, which the Airport has established an account.~~
- B. ~~A single transaction shall not exceed \$50.00.~~
- C. ~~Petty Cash shall not be used for cashing checks, making loans, or for salary advances.~~
- D. ~~The Finance and Accounting Manager shall establish a Petty Cash Fund in the amount of \$300.00.~~
- E. ~~The Finance and Accounting Manager shall appoint a custodian of the Petty Cash Fund. The Petty Cash Fund shall be in the sole custody of a single employee and no other official or employee shall have access to the fund except for periodic audits and cash count in the presence of the Custodian.~~
- F. ~~The Finance and Accounting Manager may act as Custodian in the absence of the appointed Custodian. However, when it is necessary to transfer the custodianship of the Petty Cash Fund, either temporarily or permanently, the Petty Cash Fund shall be audited and reconciled by an employee other than the Custodian and the Petty Cash Fund shall be reimbursed prior to the transfer. The transfer shall be documented by letter from the Finance and Accounting Manager.~~
- G. ~~The Petty Cash Fund shall be maintained on a current basis and reconciled monthly.~~
- H. ~~The Custodian must assure that the Petty Cash Fund is secure at all times.~~
- I. ~~Employees shall secure approval from the Custodian of the Petty Cash Fund prior to committing or making a purchase.~~
- J. ~~Employees shall not take advanced petty cash from the premises after work hours and, if not used on the day of issue, shall return the funds back to the Custodian of the Petty Cash Fund.~~

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- ~~K. No item will be reimbursed from petty cash beyond 30 days after the date of purchase. All petty cash forms and authorizations must be completed in ink, and only the original receipt will be accepted for proof of purchase.~~
- ~~L. Upon presentation of an invoice or sales receipt signed by the authorized employee, the Custodian of the Petty Cash Fund shall make reimbursement.~~
- ~~M. All purchases must have Department Manager approval, and Department Manager's must verify the receipt and use of goods.~~
- ~~N. The Petty Cash Fund shall be balanced and replenished monthly or more often, if needed, but shall always be done on the last day of the fiscal year.~~
- ~~O. The Finance and Accounting Manager shall examine the Petty Cash Fund periodically and randomly to avoid abuse and misuse. An audit of the Petty Cash Fund and associated reports shall be performed annually by the Finance and Accounting Manager.~~

#### **IV. Purchasing Procedures**

##### ~~A. Goods, Materials, Supplies and Services for Operational Needs~~

~~The following procedures apply to invoice or receipt total:~~

~~The following section defines the general purchasing requirements and approval limits for goods, materials, supplies, and services for operational needs purchased by the Airport.~~

- ~~1.A. \_\_\_\_\_ Purchases underup to \$1,000
  - ~~a-1.~~ No written quotes required.
  - ~~b-2.~~ No pre-approval of purchase required.
  - ~~e-3.~~ Post purchase approval of supervisor is required.~~
- ~~2.B. \_\_\_\_\_ Purchases equal to/over \$1,000 and underup to \$5,000
  - ~~a-1.~~ Pre-approval of purchase is required by Department Manager.
  - ~~b-2.~~ No written quotes required.~~
- ~~3.C. \_\_\_\_\_ Purchases equal to/over \$5,000 and underup to \$10,000~~

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~~a.1.~~ Written price or rate quotations shall be obtained from an adequate number of qualified sources. It is highly encouraged that three (3) quotes are obtained.

~~b.2.~~ Pre-approval of purchase is required by Executive Director.

~~4.D.~~ Purchases ~~equal to~~ over \$10,000 and ~~under up to~~ \$50,000

~~a.1.~~ Written price or rate quotations shall be obtained from an adequate number of qualified sources. It is highly encouraged that three (3) quotes are obtained.

~~b.2.~~ All purchases must be approved, prior to purchase, by the Board of Commissioners.

~~3.~~ Once the purchase has been approved in an open meeting by the Board of Commissioners, the Executive Director, or its designee, is authorized to sign and execute the contract on behalf of the Airport.

~~5.E.~~ Purchases ~~equal to or~~ over \$50,000

~~a.1.~~ All purchases ~~equal to or~~ over \$50,000 must be acquired in accordance with all local, State and Federal law. Refer to Section V, ~~Procurement Procedures~~ for additional information.

#### F. Verification of Receipt of Purchases

1. Department Directors are responsible for the verification of receipt of goods, materials, supplies, and services purchased by personnel in their respective departments.

2. Department Directors must approve and verify receipt of all purchases.

### IV. Purchases Exempt from the General Purchasing Requirements in Section III.

#### ~~6.~~ Bulk Fuel Purchasing

~~a.A.~~ : Employees purchasing fuel shall make their best effort to ensure the Airport is receiving the best possible price for fuel, but shall not be required to obtain three quotes.

~~b.1.~~ Board approval shall be required for bulk fuel purchases over \$50,000.

#### ~~7.~~ Government Purchasing Programs

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~~a.B.~~ b. The Airport recognizes the potential costs savings from utilizing government purchasing programs and encourages the use of such programs to receive guaranteed pricing.

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~~b.1.~~ Purchases made through government purchasing programs are exempt from price quotation requirements for purchases ~~under~~up to \$10,000.

~~§. Other Purchases~~

~~a.C.~~ Recurring Budgeted Expenses: Budgeted recurring purchases ~~invoices to be exempt from requiring board approval shall be~~ for utilities, employee compensation and benefits ~~(not limited to health insurance),~~ security guard payments, and corporate credit card payments where individual purchases have been approved according to this policy ~~are exempt from requiring Board Approval.~~

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D. Scheduled payments for Notes and Bonds payable shall be exempt from requiring Board approval.

~~b.E.~~ Progress payments on Board approved contracts and bid awards up to the not to exceed amounts identified in the contract approval or bid award provided, however, that all payments in excess of \$100,000 shall be reported to the Board at the next regular Board meeting. (Must have available budget/be within budget to complete purchase).

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F. Legal ~~fees/invoice~~ Invoices:

1. Invoices for legal services up to \$5,000 in a month, not related to litigation, may be approved by the Executive Director.

~~e.2.~~ Invoices for legal services over \$5,000 in a month, but less than \$10,000, or invoices for services related to litigation in any amount up to \$10,000, will be ~~given~~provided to the ~~board via email~~Board electronically and receive approval by a majority ~~approval~~of the Board prior to payment. The Board may delegate authority to approve legal invoices, up to \$10,000 a month, related to litigation to a committee appointed by the Chair. Invoices for legal services that are greater than \$10,000 will require Board approval in a regular or special meeting, generally through the consent agenda. In case a legal invoice contains information that is subject to an attorney-client

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privilege or other confidentiality requirement, such invoice will be redacted or otherwise modified to preserve the privilege.

#### **B.V. Corporate Credit Cards**

- 1.A. Corporate credit cards (or purchase cards) are used only for conducting the business of the Airport.
- 2.B. Corporate credit cards are the property of the Airport, and will be surrendered immediately upon termination of employment, or immediately upon the request of the Board Chairman or Executive Director.
- 3.C. Any employee issued a corporate credit card shall execute a Corporate Credit Card Agreement, prior to the issuance of the card.
- 4.D. Purchases via a corporate credit card are subject to the same purchasing and procurement rules contained herein.

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#### **C.VI. Retained Professional Services**

- 1.A. For Retained Professional Services (i.e. Engineering, Planning and Environmental, Information Technology, etc.), with the exception of Legal Services and accounting services, the following procedures apply:

##### 1. Services Under \$10,000

- a. Formal Task Order, that includes an approved scope of work and fees.
- b. All task orders must be pre-approved by the Executive Director.

##### 2. Services Over \$10,000 and up to \$50,000

- a. Formal Task Order, that includes an approved scope of work and fees.
- b. All task orders must be pre-approved by the Board of Commissioners.

##### 3. Services over \$50,000

- a. Formal Task Order, that includes an approved scope of work and fees.

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~~ea. All task orders must be pre-approved by the Board of Commissioners.~~

~~e. Services equal to or over \$50,000~~

~~ea. Formal Task Order, that includes an approved scope of work and fees.~~

~~eb. All task orders must be pre-approved by the Board of Commissioners.~~

~~ec. When required or requested, an Independent Fee Estimate will be obtained.~~

#### ~~D. A. Verification of Receipt of Purchases~~

~~1. Department Directors are responsible for the verification of receipt of goods, materials, supplies, and services purchased by personnel in their respective departments.~~

~~2.1. Department Directors must approve and verify receipt of all purchases.~~

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### **VII. Procurement Procedures for Purchases Over \$50,000**

It shall be the policy of the Airport to procure goods and services in a manner that affords vendors a fair and equal opportunity to compete. Solicitations should only be issued when there is a valid procurement need. To this end, the Airport shall: use the following methods for procuring materials and supplies over \$50,000.

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#### ~~A. Methods for Materials/Supplies Procurement Equal to or Over \$50,000~~

##### ~~1.A. Sole Source Procurement~~

~~a-1. This method of procurement is highly discouraged.~~

~~b-2. Justification must be provided in writing. A sole source justification is an explanation and an attestation by the person signing the justification that it has been established that only the chosen item (product, equipment, service), because it has certain specifications that all other items lack, and these specifications are required to meet a stated need. This conclusion must be supported in the justification with evidence that all other potentially competitive items have been investigated with due diligence; i.e. that the~~

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person who has specified the item has thoroughly investigated all the available, comparable items (products, equipment, services) and come to the conclusion, based upon known specifications of all the items investigated, that only the chosen item has the specifications which meet the need.

e.g. Note: A sole source item, in the case of a brand name justification, may be biddable if the item is available from more than one supplier.

#### B. Sealed Competitive Bid – RFP/IFB

1. A RFP/IFB is a method of procurement which results in a contract or purchase order being awarded to the lowest responsible Bidder based on the specifications and terms set forth in the solicitation. An invitation for bids is the preferred solicitation method for purchases of goods over \$50,000, but may be used as a solicitation method for purchases of services for any amount.
2. Typical reasons why an RFP/IFB may be used include:
  - a. The award will be made on the basis of price alone, specifications and other terms being met; or
  - b. It is not necessary to conduct negotiations with the responding Bidders about their bids.
3. Solicitation Time: The minimum time for the RFP/IFB shall be in accordance with the governing statute, depending on the procurement type. If no statutes apply directly, then the solicitation must ensue at least fourteen days, prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation.

#### C. Competitive Proposals – RFQ

1. –A Request for Qualifications (RFQ) is similar to an RFP but may be used in different circumstances and as required for certain FAA contracts and vendor selection. An RFQ may be used to obtain preliminary information about a market, type of available service or a product when there is not enough information readily available to write an adequate specification or work statement. An RFQ may ask for input to assist the Airport in preparing

a specification or work statement for a subsequent solicitation and may ask for pricing information only with the provision that such information would be submitted voluntarily.

2. Typical reasons why an RFQ may be used include:

- a. Professional Services, such as Engineering, Planning, Architectural, etc.

a.

#### **VI.VIII. Contracts**

- A. Subject to the limitations of this section, any type of contract which will promote the best interests of the Airport may be used. Multi-year contracts for goods or services, subject to funding availability, may be approved by the Airport Board but may be subject to term limitations by applicable regulation.
- B. The Airport will not issue a contract to any vendor that has been declared ineligible to receive Federal contracts. The Airport will clear all vendors through the Federal government's System for Award Management (SAM), [www.sam.gov](http://www.sam.gov), prior to contract issuance.
- C. Contracted vendors must immediately inform airport management of procurement suspension or debarment. Failure by the vendor to notify airport management of suspension or debarment could be grounds to cancel the contract.

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#### **IX. Change Orders**

The purpose of a change order is to recognize changes occurring on jobs that may result in amendments to the project time schedule and/or cost. Change orders on Board approved Contracts and Projects shall be subject to the following approval processes:

- A. Change orders up to \$10,000 may be authorized by Airport staff in accordance with the authorized procurement limits listed in Section XIII.
- B. Change orders that reduce the total approved contract price by less than the greater of \$50,000 or 10% of the total contract may be authorized by the Executive Director.
- C. Change orders that reduce the total approved contract price by more than the greater of \$50,000 or 10% must be approved by the Board of Commissioners.

D. Change orders that *increase* the total contract by more than the greater of 10% of the original contract amount, or \$10,000 must be approved by the Board of Commissioners.

E. If the original board approved contract or project budget includes an amount for owner contingency, the Executive Director may authorize change orders that *increase* the total approved contract price by less than the greater of \$50,000 or 10% of the original approved contract.

#### **VII.X. Use of Airport Revenue**

A. There are a variety of Airport Revenues, including Passenger Facility Charges, Customer Fee Charges, Federal, State and local grant funding. Each revenue stream is governed by rules and regulation concerning its use. Refer to the applicable rule or regulation for revenue use. Some of the regulation includes, but is not limited to:

1. 14 CFR Chapter 1: Policy and Procedures Concerning the Use of Airport Revenue; Proceeds ~~From~~from Taxes on Aviation Fuel.
2. AAIA: The Airport and Airway Safety and Capacity Expansion Act of 1987.
3. FAA Authorization Act of 1994.
4. FAA Reauthorization Act of 1996.
5. Colorado Revised Statutes.
6. GJRAA Bylaws and Resolutions.

#### **VIII.XI. Emergency Purchases/Exemptions**

A. When an emergency condition prevents the use of a competitive procurement method, the Airport may conduct procurement on an emergency basis. Emergency procurements may be negotiated on a sole source or limited competition basis as dictated by the circumstances surrounding the emergency.

B. An emergency condition justifies the use of an emergency procurement when that condition threatens one (1) or more of the following:

1. The functioning of the Airport;
2. The preservation or protection of property; and/or
3. The health or safety of any person(s) or animal(s).

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C. Emergency Procurements do not include:

1. Procurements that need to be rushed because of an avoidable failure to plan ahead;
2. End of the fiscal year procurements; or
3. End of a grant/contract procurement.

D. The Airport may make emergency procurements when an emergency condition arises and the need cannot be met through normal procurement methods, as determined by one of the following designated officials: Board Chairman, Vice Chairman, Executive Director, Finance Director, Planning and Development Director, Operations Director, or Facilities Director. Any of these officials may declare an emergency, provided that, whenever practicable, approval by the Board Chairman or Vice Chairman shall be obtained prior to the procurement.

E. The emergency procurement shall be limited to the procurement of only the types of items and quantities or time period sufficient to meet the emergent condition and shall not be used to meet long-term requirements.

~~IX.XII.~~ **Approval of Executive Director reimbursements**

A. Board Commissioners on the Finance and Audit Committee will review the Executive Director's expenses and P-Card statements quarterly.

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**X.XIII. General Procurement Approval Limits Chart**

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Procurement Threshold	Written Quotes	Pre-Approval Required	Required Approvals				RFP/RFQ Required
			Supervisor	Dept. Director	Executive Director	GJRAA Board	
<b>Petty Cash</b>	-	-	-	-	-	-	-
\$0 to \$50	No	Yes	-	X	-	-	-
-	-	-	-	-	-	-	-
<b>Goods, Materials, -Supplies and General Services</b>							
\$0 - \$1000	None	No	X				
\$1,000 - \$5,000	None	Yes		X			
\$5,000 - \$9,999	3	Yes			X		
\$10,000 - \$49,999	3	Yes			X	X	
Over \$50,000	N/A	Yes			X	X	Yes
<b>Retained Professional Services i.e. Engineering, IT, Planning *Legal Services Exempt</b>							
\$0 - \$9,999	1	Yes			X		Task Order
\$10,000 - \$49,999	1	Yes				X	Task Order
Over \$50,000		Yes				X	Task Order
<b>Legal Services Not Related to Litigation</b>	-	-	-	-	-	-	-

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<u>\$0 to \$5,000</u>		<u>No</u>	-		<u>X</u>	-	-
<u>Over \$5,000</u>	-	<u>No</u>	-	-	-	<u>X</u>	-

## Grand Junction Regional Airport Authority

### Agenda Item Summary

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TOPIC:	Upgrade Flat Plate Conveyor Controls
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Authorize Executive Director to execute \$20,400 quotation from McAtlin Electrical Corporation to replace both flat plate conveyors in baggage claim.
LAST ACTION:	None
SUMMARY:	Staff has weighed the option of completely replacing both flat plate conveyors in baggage claim with the option of modifying the conveyors with modern equipment. Financially it makes more sense to upgrade the conveyors. The conveyors electronics are well passed their useful life expectancy, most of which date back to 1982. Staff reached out to four contractors, two of which were not interested, and one which was non-responsive.
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	\$20,400.00 (\$80,000.00 budgeted for 2019 upgrades.)
ATTACHMENTS:	McAtlin Electrical Corporation Quotation
STAFF CONTACT:	Ben Peck <a href="mailto:bpeck@gjairport.com">bpeck@gjairport.com</a> Office: 970-248-8589

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**McATLIN ELECTRICAL CORP**

PO BOX 4950  
Grand Junction, CO 81502  
Phone (970) 257-7414 Fax (970) 257-7434  
License 4894

**Estimate**

Date

Estimate ID

8/2/2019

E-7526.1

**Customer Information**

**Customer ID:** 1692  
**Attn:** Manual Meastas  
Grand Junction Regional Airport Authority  
2828 Walker Field Dr  
Grand Junction, CO 81506

**Location Information**

**Location ID:** 1  
**Contact Name:** Manual Meastas  
**Location:** Terminal Operations  
2828 Walker Field Dr  
Grand Junction, CO 81506

Customer Reference Number

Addenda Acknowledgeged

Date of Plans

Plan Sheets Used to Calculate Bid

Main Phone: (970) 244-9100

Phone 2:

Mobile Phone: (970) 261-5903

Fax: (970) 241-9103

Email: [mmeastas@gjairport.com](mailto:mmeastas@gjairport.com)

**Scope of Work:**

Perform the electrical related scope of work to re-build the controls for (2) baggage carousels in the arrival baggage return area. We are providing the following:

1. Replace (2) existing control cabinets with new cabinets, components and drawings.
2. Provide PLCs, soft starts and new field components to replace existing.
3. Program and test the cabinets.
4. We will use the existing motors, door drives, door and warning lights as they are.

**Description of Exclusions:**

Replacement of existing motors, doors or lighting.  
Patch or repair of any interior or exterior wall, ceiling or floor coverings such as drywall, ceiling tile, siding, stucco, paint, carpet, tile etc.

**See terms and conditions following:**

**Note of Caution:**

Any fishing of wire or cutting in of boxes has a small potential to require patch or repair of finished surfaces including but not limited to stucco, siding, drywall, wall paper, carpet, tile etc. We have not included that cost in our estimate should it be required unless it is specifically included in the scope of work.

**Estimate Total \$20,400.00**

Colorado sales tax is included when appropriate. If the proposal total is blank then all pricing may be shown in the scope of work or the proposal is considered void.

**Estimate expires in (30) days.**

**McATLIN ELECTRICAL CORP**

PO BOX 4950  
Grand Junction, CO 81502  
Phone (970) 257-7414 Fax (970) 257-7434  
License 4894

**Estimate**

Date

8/2/2019

Estimate ID

E-7526.1

**TERMS & CONDITIONS**

McAtlin Electrical Corp. hereby known as (Electrical Contractor), And Grand Junction Regional Airport Authority who, for convenience, shall be referred to as ("Owner/Contractor") for the Project located at the above Address shall be referred to as ("Project")

**Terms-**

Any pricing either verbal or written are null and void and this proposal supersedes any previous pricing information. The scope of work, exclusions and terms as described is the work to be performed for the price indicated

Payment is due upon receipt of invoice unless a contract with overriding terms is in place.

If the Owner/Contractor fails to make timely payments to Electrical Contractor through no fault of Electrical Contractor, Electrical Contractor may, upon three (3) days written notice to Owner/Contractor, and without prejudice to its other remedies. Stop the Work of this Subcontract until it receives payment of the amount due. If Electrical Contractor stops work under this provision, the Electrical Contractor's price and time shall be equitably adjusted to account for the reasonable cost of shutdown, delay and remobilization. Electrical Contractor shall not be liable for any delay in the performance or completion of its Work due to causes beyond Electrical Contractor's control, including but not limited to, acts of God, severe and unanticipated weather, labor or civil unrest, material shortages, hindrance or interference by Owner/Contractor or other Electrical Contractors, war, or action of any governmental unit.

If the Work is interrupted, or its completion delayed by Owner/Contractor for a period of thirty days or more, Owner/Contractor shall pay Electrical Contractor for all Work performed to the date of suspension of termination, and for all materials Electrical Contractor has purchased for the Project that remain to be installed on the Project. Owner/Contractor also agrees to pay any return, re-stocking, freight or exchange charges which might be assessed by Electrical Contractor's suppliers, should it become necessary for Electrical Contractor to return any goods purchased for the Project at Owner's request.

Electrical Contractor shall not be responsible for any delay in completion of its Work under this Agreement that is caused in whole, or part, by Owner/Contractor or any other subcontractor performing Work on the Project. Owner/Contractor shall grant Electrical Contractor an equitable adjustment of the Subcontract price and time performance to accommodate any delays not attributed to Electrical Contractor.

The correctness and completeness of the bid/contract documents including but not limited to code compliance, deficiencies and correctness is the sole responsibility of those who have prepared them and are excluded from all pricing considerations contained herein.

This bid shall be the exclusive and controlling document which outlines the scope of the work to be provided by Electrical Contractor. To the extent any other document outlines any work to be provided by an electrical contractor, which is not included in this document, the work not included in this document shall not be the responsibility of Electrical Contractor and the party desiring the work to be performed will be solely responsible for any work not specifically included in this bid. This bid and the scope of the work to be performed by Electrical Contractor may be modified by specifically modifying this bid, which modification shall be in writing a the form specified in this bid in the section labeled modification, the modification shall specifically reference this bid and shall specifically outline all additional work to be performed and the compensation for such modification. The mere mention or addition of additional electrical contractor work in any general contract or other document, even if signed by and authorized representative of Electrical Contractor shall not bind Electrical Contractor unless the modification of the scope of work is specifically outlined as set forth above and in compliance with the modification section of this bid.

Electrical Contractor shall not be responsible for errors, omissions and broad sweeping statements of Inclusions depicted on the electrical drawings, specifications or bid documents. The correctness and completeness of the bid documents is the sole responsibility of those who have prepared them. This estimate covers only that work that is adequately shown, described and/or detailed in the bid documents and specifically included in the scope of work above. Items assumed to be the responsibility of the Electrical Contractor's scope of work that are indicated in within the bid documents other than the Intended electrical drawings or division 16 specifications have been specifically excluded from this estimate and are the responsibility of others.

**Changes-**

All changes and modifications shall be made by written change order signed by authorized representatives of Owner/Contractor and Electrical Contractor. In the event Owner/Contractor seeks to change the scope of Work to be performed by Electrical Contractor, Electrical Contractor shall not be required to proceed with this additional Work unless and until it has received a written change order signed by Owner/Contractor or Authorized Representative. Owner/Contractor shall hold Electrical Contractor harmless of any liabilities subsequent to the change in scope.

**Warranty-**

Electrical Contractor does hereby warrant that the above work will remain free from all defects in workmanship supplied by the Electrical Contractor and not to exceed a period of (1) one year from the date of installation. Equipment and materials supplied by the Electrical Contractor are warranted only to the extent that the same are warranted by the manufacturer and not to exceed a period of (1) one year from the date of either a certificate of occupancy, final payment or final electrical inspection by the governing authority having jurisdiction. Labor is not included in replacement of defective materials unless provided by the manufacturer. It is understood and agreed that in the event of defects and the necessity of making repairs, the Owner/Contractor will immediately notify Electrical Contractor in writing of its conditions and shall give the Electrical Contractor reasonable time in which to assess the conditions and make said repairs. If any person, firm, or corporation other than the Electrical Contractor has, since the completion of the above work, performed or attempted to perform any repairs to the property then this warranty could become null and void. This warranty does not cover any repairs made by anyone other than the Electrical Contractor or one of its authorized representatives. The Electrical Contractor shall not be under any responsibility or liability whatsoever to make repairs occasioned by Injury to said property caused wholly or in part by acts of nature or other casualty, or by reasons of negligence by any party not directly associated with the Electrical Contractor. Additional specific conditions of this warranty (if any) are listed on additional sheets. Owner/Contractor will hold Electrical Contractor harmless of any liability or warranty of equipment supplied by Owner/Contractor or a designated party representing Owner/Contractor interests. Understand and agree that any repairs or replacement of faulty equipment Owner/Contractor supplied may result in an additional charge and Owner/Contractor to pay such charges in full. Owner/Contractor to hold Electrical Contractor harmless of any faulty workmanship, materials or damages not performed by Electrical Contractor. Electrical Contractor will not be held liable for work performed by other trades in any manner.

**Acceptance-**

Owner/Contractor agrees to pay all charges associated with this proposal and the scope of work according to the terms and conditions indicated, as well as the forthcoming invoice. Additionally, Owner/Contractor agrees to pay any charges related to collection of the invoice relevant to this proposal, which includes but is not limited to finance charges of 1.5 % per month, collection fees, attorney's fees, court costs, associated legal fees and reasonable damages. The scope, exclusions, pricing or terms of this proposal shall not be voided by the implementation of a contract in any form or manner.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Authorized Customer/Contractor Only

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Upgrade Flat Plate Conveyor Doors
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Authorize Executive Director to execute \$15,800 quotation from Overhead Door Company of Grand Junction to replace four baggage claim doors and related components.
LAST ACTION:	None
SUMMARY:	Staff has weighed the option of completely replacing both flat plate conveyors in baggage claim with the option of modifying the conveyors with modern equipment. Financially it makes more sense to upgrade the conveyors. The conveyor's four powered rollup doors have been completely replaced once since 1982 and are in need of replacement again. The replacement consist of replacing four rollup coil doors, four powered door operators, new weather stripping, four door bottom bars with weather seals, and new safety photo eyes. Staff reached out to two commercial door companies and received quotations from both. Overhead Door Company of Grand Junction was the lowest of the two bids.
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	\$15,800.00 (\$80,000.00 budgeted for 2019 upgrades.)
ATTACHMENTS:	Overhead Door Company of Grand Junction Quotation
STAFF CONTACT:	Ben Peck <a href="mailto:bpeck@gjairport.com">bpeck@gjairport.com</a> Office: 970-248-8589

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Bill To:  
GRAND JUNCTION REGIONAL  
AIRPORT  
2828 WALKER FIELD DR.  
GRAND JUNCTION, CO 81506

Ship To:  
GRAND JUNCTION REGIONAL  
AIRPORT  
2828 WALKER FIELD DR.  
GRAND JUNCTION, CO 81506

Quote: SQUI000034-1  
Created: 5/16/2019  
Expires: 9/13/2019

### Proposal for Job: BAGGAGE CLAIM

Item	Qty
1 620.RD 4'0" x 3'6" Opening	4
<b>Mounting:</b> Right: Steel, Face Mount E Guide; Left: Steel, Face Mount E Guide; Lintel - Steel, Header - Steel <b>Curtain:</b> Windload - 20 PSF, F265, Steel, Gray, Primed, 24 gauge, Interior Mtd Above Lintel, Alternate Endlock <b>Operation:</b> Front Of Hood, Right Hand <b>Operator:</b> RSX - Standard Duty, 1/2 HP, 208/230/460V 3Phase 60Hz, Hoist, PhotoEyes-NEMA 4 (Monitored), Brake, Auxiliary Output, , Receiver,Built-In,Std <b>Bottom Bar:</b> Extruded 'T', Aluminum, Mill Finish, Astragal <b>Guide:</b> Steel, Powder Coat-Black, Vinyl-1 Side, Bellmouth Entry <b>Hood:</b> Octagon, Steel, Gray, Primed, Hood Baffle, Drive Side <b>Bracket:</b> Steel, Powder Coat-Black <b>Misc:</b> ReadyPak <b>Label:</b> BAGGAGE CLAIM	

Total (USD): **\$15,800.00**

### Terms and Conditions

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. The Seller shall be entitled to full and final payment on the Purchase Order. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

Authorized By (Customer): \_\_\_\_\_

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

Purchase Order: \_\_\_\_\_

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Overhead Door Company of Grand Junction  
2944 I 70 Bus Loop Ste 303  
Grand Junction, CO 81504-8695

Contact: John MacElhaney  
Phone: 970-245-5000  
Email: ohdgrjct@aol.com

# Grand Junction Regional Airport Authority

## Agenda Item Summary

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TOPIC:	Appoint Budget Officer
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PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
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RECOMMENDATION:	Staff recommends that the Board permanently appoint the Finance Director as the Budget Officer for purposes of CRS 29-1-104.
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SUMMARY:	Colorado Statutes/Colorado Revised Statutes /TITLE 29 GOVERNMENT - LOCAL/GENERAL PROVISIONS/ARTICLE 1 BUDGET AND SERVICES/PART 1 LOCAL GOVERNMENT BUDGET LAW OF COLORADO/29-1-104. By whom budget prepared.  <p style="text-align: center;"><u>29-1-104. By whom budget prepared.</u></p> <p style="text-align: center;">The governing body of each local government shall designate or appoint a person to prepare the budget and submit the same to the governing body.</p> <p style="text-align: center;">The Budget Officer is responsible for submitting the proposed budget to the board and to publish the Notice of Budget.</p>
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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:	Sarah Menge Email: <a href="mailto:smenge@gairport.com">smenge@gairport.com</a> Office: 970-248-8581
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# GRAND JUNCTION REGIONAL AIRPORT ACTIVITY REPORT

Report Date: 6/30/2019

PY Comparison Date: 6/30/2018

June, 2019

PASSENGER ENPLANEMENTS:	CURRENT MONTH			YEAR-TO-DATE		
	2018	2019	PERCENT CHANGE	2018	2019	PERCENT CHANGE
AMERICAN	9,049	8,629	-4.64%	48,699	52,427	7.66%
ALLEGiant	2,131	3,203	50.31%	7,805	10,670	36.71%
UNITED	5,255	7,306	39.03%	29,532	37,944	28.48%
DELTA	3,519	3,860	9.69%	19,738	21,677	9.82%
DENVER AIR CONNECTION	753	504	-33.07%	4,871	3,827	-21.43%
Misc Charters	-	72		409	769	88.02%
<b>TOTAL ENPLANEMENTS</b>	<b>20,707</b>	<b>23,574</b>	<b>13.85%</b>	<b>111,054</b>	<b>127,314</b>	<b>14.64%</b>
<b>TOTAL SEAT CAPACITY</b>	<b>25,697</b>	<b>31,080</b>	<b>20.95%</b>	<b>144,667</b>	<b>164,290</b>	<b>13.56%</b>
PASSENGER DEPLANEMENTS:	2018	2019	CHANGE	2018	2019	CHANGE
AMERICAN	9,446	8,748	-7.39%	50,636	53,605	5.86%
ALLEGiant	2,118	3,183	50.28%	7,693	10,479	36.21%
UNITED	5,533	12,696	129.46%	34,539	48,251	39.70%
DELTA	3,537	4,403	24.48%	21,340	24,074	12.81%
DENVER AIR CONNECTION	741	587	-20.78%	4,817	3,821	-20.68%
Misc Charters	-	72	N/A	409	707	72.86%
<b>TOTAL DEPLANEMENTS</b>	<b>21,375</b>	<b>29,689</b>	<b>38.90%</b>	<b>119,434</b>	<b>140,937</b>	<b>18.00%</b>
<b>TOTAL PASSENGERS</b>	<b>42,082</b>	<b>53,263</b>	<b>26.57%</b>	<b>230,488</b>	<b>268,251</b>	<b>16.38%</b>

LOAD FACTOR:(OUTBOUND ONLY)	CURRENT MONTH			YEAR-TO-DATE		
	2018	2019	Difference	2018	2019	Difference
AMERICAN	81.97%	76.11%	-5.86%	77.31%	78.69%	1.38%
ALLEGiant	80.35%	72.58%	-7.77%	80.96%	72.61%	-8.35%
UNITED	80.05%	76.81%	-3.24%	80.99%	81.46%	0.47%
DELTA	87.98%	83.60%	-4.37%	76.06%	78.97%	2.90%
DENVER AIR CONNECTION	52.29%	42.00%	-10.29%	50.64%	47.60%	-3.05%
<b>GJT TOTAL</b>	<b>80.58%</b>	<b>75.85%</b>	<b>-4.73%</b>	<b>76.61%</b>	<b>77.49%</b>	<b>0.89%</b>

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

06/30/2019

	Month			Budget Variance		Prior Year Variance	
	06/30/2019	06/30/2019	6/30/2018	Budg \$ Var	Budg % Var	PY \$ Var	PY % Var
	Budget	Actual	PY Actual				
<b>Operating revenue</b>							
Aeronautical revenue							
Passenger airline revenue							
Passenger airline landing fees	45,561	63,975	46,971	18,414	40.42 %	17,004	36.20 %
Terminal rent	98,487	98,488	98,487	1	0.00 %	1	0.00 %
Other (boarding bridge)	8,817	9,841	9,065	1,024	11.61 %	776	8.56 %
Total Passenger airline revenue	152,865	172,304	154,523	19,439	12.72 %	17,781	11.51 %
Non-passenger airline revenue							
Non-passenger landing fees	8,078	7,068	19,342	(1,010)	(12.50) %	(12,274)	(63.46) %
Cargo and hangar rentals	4,438	4,484	4,372	46	1.04 %	112	2.56 %
Fuel tax & flowage fees	62,167	55,191	55,522	(6,976)	(11.22) %	(331)	(0.60) %
Other (ramp parking, rapid refuel)	370	540	240	170	45.95 %	300	125.00 %
Total Non-passenger airline revenue	75,053	67,283	79,476	(7,770)	(10.35) %	(12,193)	(15.34) %
Total Aeronautical revenue	227,918	239,587	233,999	11,669	5.12 %	5,588	2.39 %
Non-aeronautical revenue							
Land and building leases	49,644	48,909	49,627	(735)	(1.48) %	(718)	(1.45) %
Terminal - restaurant & retail	10,458	15,131	11,251	4,673	44.68 %	3,880	34.49 %
Terminal - other	15,857	15,041	15,041	(816)	(5.15) %	-	0.00 %
Rental cars	118,502	127,838	116,434	9,336	7.88 %	11,404	9.79 %
Parking and ground transportation	101,579	123,118	114,218	21,539	21.20 %	8,900	7.79 %
Other (security fee, overtime fee, etc)	13,526	7,408	4,223	(6,118)	(45.23) %	3,185	75.42 %
Total Non-aeronautical revenue	309,566	337,445	310,794	27,879	9.01 %	26,651	8.58 %
Total Operating revenues	537,484	577,032	544,793	39,548	7.36 %	32,239	5.92 %

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

06/30/2019

	Month			Budget Variance		Prior Year Variance	
	06/30/2019	06/30/2019	6/30/2018	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var
	Budget	Actual	PY Actual				
<b>Operating expenses</b>							
Personnel compensation and benefits	282,056	194,534	162,026	(87,522)	(31.03) %	32,508	20.06 %
Communications and utilities	28,321	24,520	27,719	(3,801)	(13.42) %	(3,199)	(11.54) %
Supplies and materials	46,279	44,561	38,748	(1,718)	(3.71) %	5,813	15.00 %
Contract services	66,877	49,904	39,104	(16,973)	(25.38) %	10,800	27.62 %
Repairs & maintenance	49,496	51,121	28,019	1,625	3.28 %	23,102	82.45 %
Insurance	7,864	8,729	7,552	865	11.00 %	1,177	15.59 %
Other (travel, marketing, air service, etc)	21,035	20,827	29,748	(208)	(0.99) %	(8,921)	(29.99) %
<b>Total Operating expenses</b>	<b>501,928</b>	<b>394,196</b>	<b>332,916</b>	<b>(107,732)</b>	<b>(21.46) %</b>	<b>61,280</b>	<b>18.41 %</b>
<b>Non-operating revenue (expenses)</b>							
Passenger facility charges	78,300	86,605	83,507	8,305	10.61 %	3,098	3.71 %
Interest income	5,400	21,678	16,653	16,278	301.44 %	5,025	30.17 %
Interest expense	(67,515)	(67,515)	(70,110)	-	0.00 %	2,595	(3.70) %
Customer facility charges	68,400	73,384	66,500	4,984	7.29 %	6,884	10.35 %
Capital contributions	1,614,130	178,245	-	(1,435,885)	(88.96) %	178,245	100.00 %
Capital expenditures	(2,327,341)	(947,337)	(258,471)	1,380,004	(59.30) %	(688,866)	266.52 %
Debt principal payments	(115,251)	(115,251)	-	0	0.00 %	(115,251)	0.00 %
<b>Total Non-operating revenue (expenses)</b>	<b>(743,877)</b>	<b>(770,191)</b>	<b>(161,921)</b>	<b>(26,314)</b>	<b>3.54 %</b>	<b>(608,270)</b>	<b>375.66 %</b>
<b>Excess of revenue over (under) expense</b>	<b>(708,321)</b>	<b>(587,355)</b>	<b>49,956</b>	<b>120,966</b>	<b>(17.08) %</b>	<b>(637,311)</b>	<b>(1,275.74) %</b>

## **Variance Explanations - June 2019 compared to Budget and June 2018 Preliminary Financial Statements**

Variance explanations below are provided for those categories that had variances to budget or prior year actual of greater than \$10,000 and 10% in June 2019.

### ***Operating Revenues:***

**Passenger Airline Landing Fees** - There were 77 more landings in June 2019 compared to 2018, a 17% increase in total commercial landings. Of this total increase, 35 landings were related to diversions which tend to be larger planes that bring in higher landing fees. Total diversions for June 2019 were 67 compared to 32 diversions in June of 2018.

**Non-passenger landing fees** – Landing fees from non-passenger traffic (primarily cargo) is below the prior year actual in June, however, is within \$1,000 of the current year budget. This variance from prior year is due primarily to less wildfire activity than normal.

**Parking and Ground Transportation** - Parking and GT Revenue exceeded budgeted revenue in June 2019. The increase in revenue is a direct reflection of the increase in passenger traffic. There was a 13% increase in the number of parking ticket transactions which is consistent with the 13.8% increase in passenger traffic for the month. Additionally, for the fifth month in a row, there was an increase in the average length of stay in June 2019 compared to June 2018.

### ***Operating Expenses:***

**Personnel Compensation & Benefits** – The variance from PY is a direct reflection of the budgeted increase in staff compensation and benefits. The variance to budget is due to the fact that the budget was based on a cash basis for when pay dates occurred, however, the income statement reflects the accrual basis of accounting where the payroll expense is recognized based on days worked.

**Contract Services** – The increase over prior year is primarily related to invoices received for terminal capacity planning in June of 2019 that were not performed in June of 2018. Contract services for June 2019 are still below budget primarily related to legal expenses which are running below budget.

**Repairs and Maintenance** – Repairs and Maintenance activities were higher in 2019 than 2018 which was expected and budgeted for. This category will fluctuate month to month due to the unexpected nature of repairs and maintenance activity. Year to date we are still in line with our annual budget.

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

**Interest Income** - Interest income was budgeted conservatively and assuming that the bond funds would be spent down by now, however, we still have a strong cash balance and have not used bond funds at this time, therefore interest income exceeded expectations.

**Capital Contributions & Expenditures** – The timing of capital contributions (grant revenue) and capital expenditures is somewhat unpredictable. We had anticipated a number of costs to be incurred in the first quarter related to 2018 projects that rolled into 2019, and when the budget was completed, we anticipated an earlier start on the terminal renovation project. Currently, we have not completed the renovation and AIP project work as early as anticipated, but the ratio of capital contributions to capital expenditures remains consistent with budget. We will continue to provide updates on projects as they progress.

**Debt principal Payments** – The final payment for the SIB loan payment was due June 1, 2019 and therefore was budgeted this month, however, the check was cut in May accounting for this variance from prior year.

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

06/30/2019

	Year to Date			Budget Variance		Prior Year Variance	
	06/30/2019	06/30/2019	6/30/2018				
	Budget	Actual	PY Actual	Budg \$ Var	Budg % Var	PY \$ Var	PY % Var
<b>Operating revenue</b>							
Aeronautical revenue							
Passenger airline revenue							
Passenger airline landing fees	269,810	312,187	271,028	42,377	15.71 %	41,159	15.19 %
Terminal rent	590,922	590,923	590,922	1	0.00 %	1	0.00 %
Other (boarding bridge)	64,034	64,775	64,174	741	1.16 %	601	0.94 %
<b>Total Passenger airline revenue</b>	<b>924,766</b>	<b>967,885</b>	<b>926,124</b>	<b>43,119</b>	<b>4.66 %</b>	<b>41,761</b>	<b>4.51 %</b>
Non-passenger airline revenue							
Non-passenger landing fees	44,095	44,432	77,760	337	0.76 %	(33,328)	(42.86) %
Cargo and hangar rentals	26,430	26,566	25,979	136	0.51 %	587	2.26 %
Fuel tax & flowage fees	328,791	343,287	315,541	14,496	4.41 %	27,746	8.79 %
Other (ramp parking, rapid refuel)	2,220	3,060	2,220	840	37.84 %	840	37.84 %
<b>Total Non-passenger airline revenue</b>	<b>401,536</b>	<b>417,345</b>	<b>421,500</b>	<b>15,809</b>	<b>3.94 %</b>	<b>(4,155)</b>	<b>(0.99) %</b>
<b>Total Aeronautical revenue</b>	<b>1,326,302</b>	<b>1,385,230</b>	<b>1,347,624</b>	<b>58,928</b>	<b>4.44 %</b>	<b>37,606</b>	<b>2.79 %</b>
Non-aeronautical revenue							
Land and building leases	300,435	295,980	297,009	(4,455)	(1.48) %	(1,029)	(0.35) %
Terminal - restaurant & retail	63,103	86,412	63,425	23,309	36.94 %	22,987	36.24 %
Terminal - other	95,142	90,248	109,011	(4,894)	(5.14) %	(18,763)	(17.21) %
Rental cars	566,167	616,785	534,527	50,618	8.94 %	82,258	15.39 %
Parking and ground transportation	677,425	784,177	688,689	106,752	15.76 %	95,488	13.87 %
Other (security fee, overtime fee, etc)	32,678	50,407	28,560	17,729	54.25 %	21,847	76.50 %
<b>Total Non-aeronautical revenue</b>	<b>1,734,950</b>	<b>1,924,009</b>	<b>1,721,221</b>	<b>189,059</b>	<b>10.90 %</b>	<b>202,788</b>	<b>11.78 %</b>
<b>Total Operating Revenues</b>	<b>3,061,252</b>	<b>3,309,239</b>	<b>3,068,845</b>	<b>247,987</b>	<b>8.10 %</b>	<b>240,394</b>	<b>7.83 %</b>

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

06/30/2019

	Year to Date			Budget Variance		Prior Year Variance	
	06/30/2019	06/30/2019	06/30/2019				
	Budget	Actual	PY Actual	Budg \$ Var	Budg % Var	PY \$ Var	PY % Var
<b>Operating expenses</b>							
Personnel compensation and benefits	1,271,277	1,173,920	1,064,073	(97,357)	(7.66) %	109,847	10.32 %
Communications and utilities	165,106	152,709	147,531	(12,397)	(7.51) %	5,178	3.51 %
Supplies and materials	289,730	259,897	214,052	(29,833)	(10.30) %	45,845	21.42 %
Contract services	354,182	339,112	275,565	(15,070)	(4.25) %	63,547	23.06 %
Repairs & maintenance	196,981	175,151	113,734	(21,830)	(11.08) %	61,417	54.00 %
Insurance	45,509	46,747	47,542	1,238	2.72 %	(795)	(1.67) %
Other (travel, marketing, air service, etc)	141,030	124,512	138,342	(16,518)	(11.71) %	(13,830)	(10.00) %
<b>Total Operating expenses</b>	<b>2,463,815</b>	<b>2,272,048</b>	<b>2,000,839</b>	<b>(191,767)</b>	<b>(7.78) %</b>	<b>271,209</b>	<b>13.55 %</b>
<b>Non-operating revenue (expenses)</b>							
Passenger facility charges	419,700	531,559	441,979	111,859	26.65 %	89,580	20.27 %
Interest income	32,400	130,028	83,419	97,628	301.32 %	46,609	55.87 %
Interest expense	(407,092)	(407,096)	(422,530)	(4)	0.00 %	15,434	(3.65) %
Customer facility charges	325,200	343,632	303,008	18,432	5.67 %	40,624	13.41 %
Capital contributions	8,632,597	1,417,211	1,107,422	(7,215,386)	(83.58) %	309,789	27.97 %
Capital expenditures	(11,891,956)	(5,704,837)	(1,862,817)	6,187,119	(52.03) %	(3,842,020)	206.25 %
Debt principal payments	(229,674)	(229,674)	(222,929)	-	0.00 %	(6,745)	3.03 %
<b>Total Non-operating revenue (expenses)</b>	<b>(3,118,825)</b>	<b>(3,919,177)</b>	<b>(572,448)</b>	<b>(800,352)</b>	<b>25.66 %</b>	<b>(3,346,729)</b>	<b>584.63 %</b>
<b>Excess of revenue over (under) expense</b>	<b>(2,521,388)</b>	<b>(2,881,986)</b>	<b>495,558</b>	<b>(360,598)</b>	<b>14.30 %</b>	<b>(3,377,544)</b>	<b>(681.56) %</b>

## **Variance Explanations - 6/30/19 Year to Date Preliminary Financial Statements**

Variance explanations below are provided for those categories that had variances to budget or prior year actual of greater than \$30,000 and 10% YTD through June 2019. The threshold was increased to \$30,000 because this is approximately 1% of budgeted revenue through June 30 and is more meaningful than the \$10,000 threshold.

### ***Operating Revenues:***

**Passenger Landing Fees** - Passenger landing fees are 15% above budget and the prior year actual revenue due to the increase in commercial landings YTD through June 2019 compared to June 2018.

**Non-Passenger Landing Fees** - Non-passenger landing fees are below the prior year actual revenue due to the change in flight schedules for Fed Ex and the decreased revenue in June 2019 compared to June 2018 related to the fire efforts. In the first part of 2018, Fed Ex had 2 regular flights, while they only have one in 2019. YTD through June 2019, there were 65 fewer cargo landings compared to 2018. This was anticipated and budgeted for, therefore the YTD revenue through June 2019 meets expectations.

**Rental Cars** - Rental Car Revenue exceeded budget and prior year revenue year to date through June 2019. The average daily rate YTD is approximately \$3 higher YTD through June 2019 than YTD through June 2018 and we have also seen a 13% increase in rental days compared to 2018.

**Parking and Ground Transportation** - Parking and GT Revenue exceeded budget and prior year revenue year to date through June 2019. The increase in revenue is a direct reflection of the increase in passenger traffic. The number of tickets and average length of stay has increased for 5 consecutive months. In addition to the increased parking activity, we have seen an increase in TNC trips year over year.

### ***Operating Expenses:***

**Personnel Compensation & Benefits** – The variance from PY is a direct reflection of the budgeted increase in staff compensation and benefits. The variance to budget is due to the fact that the budget was based on a cash basis for when pay dates occurred, however, the income statement reflects the accrual basis of accounting where the payroll expense is recognized based on days worked.

**Supplies and Materials** – Supplies and materials purchases are higher than prior year, however, still below the projected monthly budget due to the timing of purchases. The timing of these purchases is somewhat unpredictable and the costs were budgeted to occur evenly throughout the year, however there will be fluctuations depending on the actual timing of the purchases.

**Contract Services** – Contract services are higher than the prior year primarily related to increasing the security guards hours from last arrival to last departure. However, contract services in total is still within budget for the year.

**Repairs and Maintenance** – Due to the unexpected nature of repairs and maintenance activity, these costs were projected to be incurred relatively evenly throughout the year, however, there is fluctuation in when these costs are incurred. An increase from prior year was expected and budgeted for and year to date we are still within budget.

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

**PFC Revenue** – PFC revenue exceeded prior year actual and current year budget due to increased activity. We are seeing an increase in capacity and total enplaned passengers that we expect to continue throughout the year.

**Interest Income** - Interest income was budgeted conservatively and assuming that the bond funds would be spent down by now, however, we still have a strong cash balance and have not used bond funds at this time, therefore interest income exceeded expectations.

**CFC Revenue** – CFC revenue exceeded prior year actual and current year budget due to increased activity. We are seeing an increase in capacity and total enplaned passengers that we expect to continue throughout the year. CFC charges should, and do, have a positive correlation to rental car revenues.

**Capital Contributions & Expenditures** – The timing of capital contributions (grant revenue) and capital expenditures is somewhat unpredictable. We had anticipated a number of costs to be incurred in the first quarter related to 2018 projects that rolled into 2019, and when the budget was completed, we anticipated an earlier start on the terminal renovation project. Currently, we have not completed the renovation and AIP project work as early as anticipated, but the ratio of capital contributions to capital expenditures remains consistent with budget. We will continue to provide updates on projects as they progress.



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

	Month Ending 06/30/2019	Month Ending 05/31/2019	Variance
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents - Unrestricted	\$ 3,357,202	\$ 3,102,205	\$ 254,997
Cash and Cash Equivalents - Restricted	3,294,459	3,204,881	89,578
<i>Total Cash and Cash Equivalents</i>	<u>6,651,660</u>	<u>6,307,086</u>	<u>344,574</u>
Accounts Receivable			
Accounts Receivable - Ops	1,127,069	891,638	235,431
Accounts Receivable - Capital	2,176,036	2,299,356	(123,319)
<i>Total Accounts Receivable, Net</i>	<u>3,303,105</u>	<u>3,190,994</u>	<u>112,111</u>
Prepaid Expenses	142,606	52,026	90,580
<i>Total Current Assets</i>	<u>10,097,372</u>	<u>9,550,106</u>	<u>547,266</u>
<b>Non-Current Assets</b>			
Capital Assets			
Capital Assets not subject to depreciation	19,543,446	19,543,446	-
Capital Assets subject to depreciation, net	47,691,098	48,052,728	(361,630)
<i>Total Capital Assets, Net</i>	<u>67,234,544</u>	<u>67,596,174</u>	<u>(361,630)</u>
Bond Project Fund	9,321,145	9,302,739	18,406
<i>Total Non-Current Assets</i>	<u>76,555,689</u>	<u>76,898,913</u>	<u>(343,224)</u>
<b>Total Assets</b>	<b><u>86,653,061</u></b>	<b><u>86,449,019</u></b>	<b><u>204,042</u></b>
<b>Deferred Outflows of Resources - Pension Plan</b>	<b><u>413,509</u></b>	<b><u>413,509</u></b>	<b><u>-</u></b>
<b>Liabilities</b>			
Current Liabilities			
Accounts Payable - Ops	305,710	218,323	87,387
Accounts Payable - Capital	3,094,664	2,083,552	1,011,112
Accrued Expenses	232,462	358,561	(126,100)
Lease Deposits	164,556	164,556	-
Deferred Revenue	22,586	24,725	(2,139)
Current portion of note and bonds payable	954,667	887,152	67,515
<i>Total Current Liabilities</i>	<u>4,774,645</u>	<u>3,736,869</u>	<u>1,037,776</u>
Long Term Liabilities			
Bond Payable	19,073,896	19,073,896	-
Deferred Revenue	444,933	444,933	-
Net Pension and OPEB Liability	2,775,984	2,775,984	-
<i>Total Long Term Liabilities</i>	<u>22,294,813</u>	<u>22,294,813</u>	<u>-</u>
<i>Total Liabilities</i>	<u>27,069,458</u>	<u>26,031,682</u>	<u>1,037,776</u>
<b>Deferred Inflows of Resources - Pension Plan</b>	<b><u>518,872</u></b>	<b><u>518,872</u></b>	<b><u>-</u></b>
<b>Total Net Position</b>	<b><u>\$ 59,478,240</u></b>	<b><u>\$ 60,311,974</u></b>	<b><u>\$ (833,734)</u></b>

## **Variance Explanations - 6/30/19 Statement of Financial Position**

***Assets: From May 2019 to June 2019 we had increases in Cash and Receivables of almost \$550k, however, this was off-set by the monthly depreciation resulting in a net increase of \$200k in total Assets.***

**Cash** – The increase in cash is a result of our operating performance, as well as the decrease in capital receivables this month as grant reimbursements were received. As discussed, we are in the process of completing the draw request from the bond to reimburse operating cash reserves spent on projects. We will be transferring approximately \$600k from restricted cash to unrestricted for PFC project funds in July and will request approximately \$4M in bond funds for project costs to date spent on the terminal project in August.

**Accounts Receivable** – Accounts receivable includes both operating receivables and capital receivables from grants. The increase in operating receivables is a correlation to the growth in activity. Increases are primarily related to landing fees and PFC revenues from the airlines. The capital grant revenue receivable decreased by \$123k over the prior month. There has been limited activity on AIP projects as we just awarded the 2019 contracts in May. Approximately \$1M of receivables are related to grants that are substantially complete and will not be reimbursed until the project is closed out.

**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. Our annual insurance was renewed and paid in June, therefore, this balance increased approximately \$90k due to this payment. 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.

**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. We may look to change this practice going forward, but we are still working on making other improvements to the financial reporting and closing process first. Therefore, the only change in the fixed assets accounts that will be seen on a monthly basis is the regular monthly depreciation based on assets placed in service as of December 31, 2018.

**Escrows and Reserves** – The Escrow and reserve balance represents unused bond funds. We had originally planned to have a completed draw request done in June, however, we are finalizing the supporting invoice packets before this is drawn. As noted in the Cash explanation, we are anticipating transferring \$600k of restricted cash to unrestricted cash in July and will draw down approximately \$4M of the bond project fund available for terminal project costs incurred to date in August.

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

**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. Due to the timing of when the pension liability is estimated and reported on by PERA and the timing of when each local government entity must present financial statements, there is a one year lag in the calculation of the pension liability. We are therefore reporting our estimated liability based on information calculated as of December 31, 2017 for reporting in our 2018 financial statements. The deferred outflows of resources essentially represents decreases in the net pension liability related to 2018 activity that will not be recognized in the Pension liability until 2019. These amounts will not change until next year's liability is calculated.

***Liabilities: Total Liabilities increased \$1M from May 2019 to June 2019. This was driven entirely by accounts payable for capital projects which increased \$1M from May to June.***

**Accounts Payable** – Similar to accounts receivable, the majority of the balance and the variance from month to month is caused by the capital expenses payable to contractors and engineers associated with our capital projects. Accounts payable and receivable should have a positive correlation in periods when we are working primarily on AIP projects where the majority of the cost is funded by the FAA. In June, we saw another peak in the amount of work on the terminal project which created the increase in payables this month.

**Accrued Expenses** – This category is primarily made up of liabilities for un-used PTO (approximately 140,000) and payroll accruals to properly 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.

**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. These amounts are payable back to tenants when the lease term is over if the property does not require additional work to be done by the Airport. The balance of deposits typically does not change from period to period unless a lease period ends.

**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.

**Current Portion of note and bonds payable** – This balance represents principal and interest due on the outstanding revenue bonds. The change from month to month is the accrued interest payable associated with the current month.

**Long-Term Liabilities** – The bond payable balance will only change as principle payments are made twice per 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 airports portion of the unfunded Pension liability for PERA. Long-term deferred revenue represents pre-paid revenues for years after 2019.

### ***Deferred Inflows of Resources:***

**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.