

BOARD PACKET

GRAND JUNCTION REGIONAL AIRPORT AUTHORITY

AUGUST 18, 2020

Grand Junction Regional Airport Authority



Date: August 18, 2020

Location:

Electronic Meeting

Link: <https://us02web.zoom.us/j/813501044?pwd=Zi82UIQ5Rnpjc2ZQU1JqRDNpc0NYUT09>

Time: 5:15 PM

REGULAR MEETING AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

IV. Commissioner Comments

V. Citizens Comments

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

VI. Consent Agenda

- A. July 21, 2020 Meeting Minutes _____ 1
 - Approval of July 21, 2020 Board Meeting Minutes
- B. August 4, 2020 Special Board Meeting Minutes _____ 2
 - Approval of August 4, 2020 Special Board Meeting Minutes
- C. Invoice Approval – O.J. Watson ARFF Truck 2 repairs _____ 3
 - Board approve payment of O.J. Watson Invoices No. DVJ104-1 and TLV2803 totaling \$13,824.40 for services on ARFF 2.

VII. Action Items

- A. Non-Commercial Use Policy _____ 4

August 18, 2020

- Approve Non-Commercial Use Policy that defines the terms and conditions for using the Airport for non-commercial purposes.

VIII. Discussion

IX. Staff Reports

- A. Executive Director Report (Angela Padalecki)
- B. Operations Report (Dylan Heberlein)
- C. Finance and Activity Report (Sarah Menge) _____ 5
- D. External Affairs Report (Joe Burtard)
- E. Facilities Report (Ben Peck)
- F. Project Reports (Contractor/Consultant)

X. Any other business which may come before the Board

XI. Adjournment



Grand Junction Regional Airport Authority Board
Regular Board Meeting
Meeting Minutes
July 21, 2020

REGULAR BOARD MEETING

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 21, 2020 in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted electronically.

Commissioners Present:

Tom Benton (Chairman)
Chuck McDaniel
Thaddeus Shrader
Erling Brabaek
Ron Velarde
Linde Marshall

Airport Staff:

Angela Padalecki (Executive Director)
Joseph Burtard (Clerk)
Karl Hanlon (Counsel)
Dan Reimer (Counsel)
Sarah Menge
Dylan Heberlein
Cameron Reece
Shelagh Flesch

Guests:

Jeff Hurd, Ireland Stapleton Pryor & Pascoe, PC.
Jeremy Lee, Mead and Hunt
Shannon Kinslow, TOIL
Julie Theissen, Armstrong
Colin Bible, Garver
Jake Hoban, Garver
Jen Boehm

II. Pledge of Allegiance

III. Approval of Agenda

*Commissioner Brabaek made a motion to approve the July 21, 2020 Board Agenda.
Commissioner McDaniel second the motion. Roll Call Vote: Commissioner Benton, yes;
Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes;
Commissioner Shrader, yes; and Commissioner Velarde, yes. The motion carries.*

IV. Commissioner Comments

No Commissioner comments were made.

V. Citizen Comments

No citizen comments were made.

VII. Action Items

GJRAA Employee Health Benefit Selection

Commissioner Brabaek made a motion to approve the renewal of the existing employee health insurance plans and authorized the Executive Director to sign the plan documents. Commissioner Velarde seconded the motion. Commissioner Marshall to abstain from voting. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, abstained; Commissioner McDaniel, yes; Commissioner Shrader, yes; and Commissioner Velarde, yes. The motion carries.

Grant Agreement and Co-Sponsorship Agreement – Rehabilitation Design of Runway

Commissioner McDaniel made a motion to approve the FAA AIP Grant offer in the amount of \$553,295 for the rehabilitation design of Runway 11/29 and the rehabilitation design of Taxiway A and authorize the Chairmen to sign the Grant Agreement and the Executive Director to sign the Co-Sponsorship Agreement. Commissioner Velarde seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; and Commissioner Velarde, yes. The motion carries.

Grant Application for TWY A and Runway 11/29 Rehab Construction

Commissioner Velarde made a motion to approve the Airport Improvement Project (AIP) Grant Application for submittal to the FAA for the construction on the second phase of the rehabilitation of Taxiway A and Runway 11/29 with a total estimated cost of \$7,777,778 and authorize the Executive Director to sign. The amount requested from the FAA for this project is \$7,000,000 and GJRAA's portion is \$777,778. Commissioner Shrader seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; and Commissioner Velarde, yes. The motion carries.

Contract Change Order No. 04 for 27 ¼ Rd Project with United Companies

Commissioner Shrader made a motion to approve the proposed change order with United Companies in the amount of \$129,036.75, pending the approval of additional funding from the FAA, to address an ongoing water issue in a small section of pavement and accept the proposed reimbursement from Mead and Hunt in the amount of \$32,156.30. Commissioner Marshall seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; and Commissioner Velarde, yes. The motion carries.

VIII. Discussion

IX. Staff Reports

- A. Executive Director Report (Angela Padalecki)
- B. Operations Report (Dylan Herberlein)
- C. Finance and Activity Report (Sarah Menge)

- D. External Affairs Report (Joseph Burtard)
- E. Facilities Report
- F. Project Report

X. Any other business which may come before the Board
No additional business was discussed.

XI. Adjournment
The meeting adjourned at approximately 6:54 PM.

*Audio recording of the complete meeting can be found at
https://gjairport.com/Board_Meetings*

Tom Benton, Board Chairman

ATTEST:

Joseph R. Burtard, Clerk to the Board



Grand Junction Regional Airport Authority Board
Special Board Meeting
Meeting Minutes
August 4, 2020

REGULAR BOARD MEETING

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 August 4, 2020 in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted electronically.

Commissioners Present:

Tom Benton (Chairman)
Chuck McDaniel
Thaddeus Shrader
Erling Brabaek
Clay Tufly
Ron Velarde (Joined After Roll Call)
Linde Marshall

Airport Staff:

Angela Padalecki (Executive Director)
Joseph Burtard (Clerk)
Karl Hanlon (Counsel)
Dan Reimer (Counsel)
Sarah Menge

Guests:

Jeff Hurd, Ireland Stapleton Pryor & Pascoe, PC.
Brigitte Sundermann, WCCC
Brad Barker, Pilot
Shannon Kinslow, TOIL
James Burky, Daily Sentinel
Kevin Christofferson, Ski Time Square Managment
Brad Rolf, Mead and Hunt

II. Pledge of Allegiance

III. Approval of Agenda

Commissioner Brabaek made a motion to approve the August 4, 2020 Special Board Meeting Agenda. Commissioner Tufly second the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Brabaek; and Commissioner Tufly, yes. The motion carries.

IV. Commissioner Comments

No Commissioner comments were made.

V. Citizen Comments

No citizen comments were made.

VII. Discussion

WCCC Pilot Training Program Expansion

Presentation from WCCC on expanding their Pilot Training Program.

Wayfinding Improvement Presentation

Presentation on efforts to improve the Airport's wayfinding which includes the completion of the flooring renovation project, interior signage improvements, exterior signage improvements, and renaming roadways leading to the Airport Terminal.

Draft Non-Commercial Use Policy

Board review of policy that defines the terms and conditions for using the Airport for non-commercial purposes.

VIII. Action Items

LEO Reimbursement Agreement

Commissioner Brabaek made a motion to approve the Transportation Security Administration (TSA) Law Enforcement Officer (LEO) Reimbursement Agreement and authorize the Executive Director to sign. Commissioner Marshall seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, was excused for another commitment; Commissioner Tufly, yes; and Commissioner Velarde, yes. The motion carries.

IX. Any other business which may come before the Board

No additional business was discussed.

X. Adjournment

The meeting adjourned at approximately 6:45 PM.

Audio recording of the complete meeting can be found at https://gjairport.com/Board_Meetings

Tom Benton, Board Chairman

ATTEST:

Joseph R. Burtard, Clerk to the Board

Grand Junction Regional Airport Authority
Agenda Item Summary

TOPIC:	Invoice Approval – O.J. Watson ARFF Truck 2 repairs		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approve payment of O.J. Watson Invoices No. DVJ104-1 and TLV2803 totaling \$13,824.40 for services on ARFF 2.		
SUMMARY:	<p>The invoices are for work performed by O.J. Watson to repair the front differential on the ARFF 2 truck.</p> <p>The original quote for servicing and installation was below \$10,000, however, during the servicing some additional needed repairs were identified and some of the required parts from the manufacturer arrived late. The additional workdays and work items resulted in a total cost of over \$10,000.</p> <p>The vendor issued two separate invoices for the services, one for each service week. However, because the invoices in total for the repair services exceed \$10,000 they are being submitted for board approval in accordance with the procurement policy.</p> <p>Both the Fleet Manager and Operations Director oversaw the completion of work, reviewed the invoice, and concur with the stated number of hours and recommends paying the invoice.</p>		
REVIEWED BY:	Executive Director		
FISCAL IMPACT:	\$13,824.40 – Repairs and Maintenance Operating Expense		
ATTACHMENTS:	O.J. Watson Invoices No. DVJ104-1 and TLV2803		
STAFF CONTACT:	Sarah Menge smenge@gjairport.com (970) 248-8581		



O.J. Watson Company, Inc.
5335 Franklin Street
Denver, Colorado 80216
303-295-2885 or 800-332-2124
Fax: 303-296-8049
www.ojwatson.com

Quotation

Page 1 of 1

Customer: WALKER
Walker Field Airport Authority
2828 Walker Field Dr. #301
Grand Junction CO 81506

Contact:
Phone: 970-244-9100
2nd:
Email:

Salesperson: Dan Junevicius

Quote Number: DVJ104-1
Quote Date: 7/24/2020
Quote valid until: 8/23/2020
Revision Number: 1

Work Order: 50901
PO Number:

Vehicle Information:

Year, Make & Model	Oshkosh ARFF	Key #	
VIN #	078444	Unit #	AZ

Quoted Items:

Description of Work

Complete the following Service Call Repairs:

- Travel to Grand Junction to repair front differential with customer purchased Oshkosh parts.
- Trip will include repair labor, travel labor, hotel stay, per diem, and any additional parts necessary for repairs.

The job will be billed as time & material:

- 4 Hours to travel to Grand Junction
- 4 Hours to travel to Denver
- Total Repair Labor: 36.19 hours
- Total Hotel Stay: 3 nights
- Total Days: 4 days

Mechanics' Notes: disassembled/troubleshooting; parts installed; tested; adjusted shifter; installed front differential; installed stub shafts; drive shaft; torque check applied; tested turning; hi/low check out; forward/reverse check out; lock test; lock/unlock check out; greased drive shaft (grease lost due to removal); completed extra repair items; foam popit replaced; fan belt tightened; air switch on blower inspected; gave Curtis the info on replacement part.

Total Price not including Options or Taxes: \$9,167.40

Optional Items:

Options	Amount	Accepted Yes / No
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Notes:

Accepted

By: 

Date: 8/4/20

Quoted By: _____

Date: _____



O.J. Watson Company, Inc.
5335 Franklin Street
Denver, Colorado 80216
303-295-2885 or 800-332-2124
Fax: 303-296-8049
www.ojwatson.com

Quotation

Page 1 of 1

Customer: WALKER
Walker Field Airport Authority
2828 Walker Field Dr. #301
Grand Junction CO 81506

Contact:
Phone: 970-244-9100
2nd:
Email:

Salesperson: Dan Junevicius

Quote Number: TLV2803
Quote Date: 7/24/2020
Quote valid until: 8/23/2020
Revision Number: 0

Work Order:
PO Number:

Vehicle Information:

Year, Make & Model	Oshkosh ARFF	Key #	
VIN #	078444	Unit #	AZ

Quoted Items:

Description of Work

Complete the following Service Call Repairs:

- Travel to Grand Junction for second trip, to continue repairing front differential with customer purchased Oshkosh parts.
- Trip will include repair labor, travel labor, hotel stay, per diem, and any additional parts necessary for repairs.

The job will be billed as time & material:

- 4 Hours to travel to Grand Junction
- 4 Hours to travel to Denver
- Total Repair Labor: 12 hours
- Total Hotel Stay: 2 nights
- Total Days: 3 days

Mechanics' Notes: disassembled/troubleshooting; parts installed; tested; adjusted shifter; installed front differential; installed stub shafts; drive shaft; torque check applied; tested turning; hi/low check out; forward/reverse check out; lock test; lock/unlock check out; greased drive shaft (grease lost due to removal); completed extra repair items; foam popit replaced; fan belt tightened; air switch on blower inspected; gave Curtis the info on replacement part.

Total Price not including Options or Taxes: \$4,657.00

Optional Items:

Options	Amount	Accepted Yes / No
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Notes:

Accepted

By: 

Date: 8/4/20

Quoted By: _____

Date: _____

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Non-Commercial Use Policy		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve Non-Commercial Use Policy that defines the terms and conditions for using the Airport for non-commercial purposes.		
SUMMARY:	Board reviewed drafted policy that defines the terms and conditions for using the Airport for non-commercial purposes. Airport Stakeholders had an opportunity to review and provide feedback which helped develop the framework for this policy.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	N/A		
ATTACHMENTS:	Non-Commercial Use Policy		
STAFF CONTACT:	Joseph Burtard 970-248-5814 jburtard@gjairport.com		

Policy on Non-Commercial Use of Grand Junction Regional Airport

1. Authority

- 1.1. The Grand Junction Regional Airport Authority Board of Commissioners adopts this Policy pursuant to Colorado Revised Statutes Section 41-3-106(h).

2. Purpose and Intent

- 2.1. The Airport Authority Board of Commissioners intends for the Grand Junction Regional Airport to serve a primary role of facilitating and accommodating aeronautical activities, including both commercial service passenger operations and General Aviation, in a safe, secure and efficient manner and to accommodate non-commercial, non-aeronautical activities only to the extent that such activities do not interfere with the Airport's primary role.
- 2.2. The Airport Authority Board of Commissioners further intends for the Airport to be and remain a "non-public forum" and to limit non-commercial, non-aeronautical use, including expressive activity, so as to avoid interfering with the Airport's primary role. Nothing herein shall be construed to create a "designated public forum".
- 2.3. The purpose of this Policy is to define the terms and conditions for using the Airport for non-commercial purposes, including camping, expressive activity, gambling, labor-related activities, leafletting, loitering, picketing, solicitation, surveys, and like matters.
- 2.4. This Policy is not comprehensive and does not address every possible non-commercial activity. The Executive Director is delegated with authority to supplement this Policy by providing further direction on matters addressed herein and on non-commercial activities that are not addressed herein.
- 2.5. This Policy shall not apply to commercial and non-commercial activities conducted by the Airport Authority and its officers, officials, employees, and agents.
- 2.6. This Policy is not intended to apply to non-commercial activities conducted on exclusive use leaseholds at the Airport, including aircraft hangars, except as explicitly provided herein.
- 2.7. Each Fixed Base Operator at the Airport is expected to have a general or location-specific policy covering the same or similar matters as addressed herein and to provide the Airport Authority with a copy of such policy and any updates thereto.

- 2.8. This Policy is not intended to limit or restrict the operation of aircraft to, from or at the Airport and is adopted in recognition of the Federal Aviation Administration's exclusive jurisdiction over the management of the navigable airspace.

3. **Definitions**

When used in this Policy, the following definitions apply:

- 3.1. *Airport* shall mean the *Grand Junction Regional Airport* which shall mean all of the area comprising Grand Junction Regional Airport as now existing or as the same may be expanded and developed and shall include all of its facilities, including but not limited to all airport buildings, hangars and property, enclosed or not enclosed, under the control, management or legal ownership of lessees or concessionaires of the Airport Authority, curbside services, security checkpoints, ticket counters, exterior buildings on the airport property, concessions, baggage claim areas, elevators and escalators, and the interior buildings and structures of the concourses and terminals.
- 3.2. *Airport Authority* shall mean the *Grand Junction Regional Airport Authority*, which shall mean the entity chartered pursuant to Colorado Revised Statutes Title 41, Article 3 to operate the Airport and is governed by the Grand Junction Regional Airport Authority Board of Commissioners.
- 3.3. *Airport Terminal* shall mean the commercial passenger terminal building at the Airport and any immediately surrounding sidewalks, buildings and structures used in connection with the commercial passenger terminal building.
- 3.4. *Charitable* shall mean and include the words patriotic, philanthropic, social service, health, welfare, benevolent, educational, civic, cultural or fraternal, either actual or purported.
- 3.5. *Expressive Activity* shall mean any act, including but not limited to speech, display of signs, gathering, marching, chanting, singing, holding signs or other verbal and nonverbal conduct that communicates a religious, charitable, political, or other non-commercial message or viewpoint.
- 3.6. *Leafletting* shall mean the repetitive distribution of free materials, including but not limited to leaflets, handbills, pamphlets, flyers, brochures, pins, buttons, badges, cards, pictures, envelopes, invitations, books, photos, or any other written or printed material, for the expression of ideas and opinions.
- 3.7. *Picketing* shall mean one or more persons marching or stationing themselves in an area in order to communicate their position on a labor dispute or issue, by displaying one or more signs, posters or similar devices.

- 3.8. *Political* shall mean and include activities related to the right to vote or attempts to influence or protest the outcome of any election or nomination campaigns, legislation, petitions, referenda or other measures to be submitted to the citizens for vote.
- 3.9. *Religious* and *religion* shall be given their commonly accepted meanings but shall not mean and include the word “charitable” as defined herein.
- 3.10. *Solicit, solicitation, and solicitation of funds* shall mean any request made on the premises of the Airport for the contribution or donation of money (cash), checks, credit card transactions, goods, services, or financial assistance.
- 3.11. *Survey* shall mean a set of questions people are asked to gather information or find out their opinions, or the information gathered by asking many people the same questions.

4. **Camping and Loitering**

- 4.1. The Airport Terminal is closed after the last departing or arriving commercial passenger flight and, as a result, remaining overnight on the sidewalk outside the Airport Terminal, within the vestibules, on access roadways, or within Airport parking lots is prohibited.
- 4.2. No person shall camp or reside at the Airport, including within a vehicle, camper, tent or otherwise. This prohibition is intended to apply to the entire Airport, including aircraft hangars and other leased property. This prohibition does not preclude remaining overnight at the Airport in connection with aircraft rescue and firefighting, wildland firefighting, law enforcement, medical services, Civil Air Patrol, and similar and related public safety and/or emergency activities. This prohibition does not preclude the use of a pilot rest lounge as may be provided by a commercial aeronautical service provider.
- 4.3. The Executive Director temporarily may suspend these prohibitions, including to permit remaining overnight within the Airport Terminal or elsewhere on the Airport, in the event of a bona fide emergency, including without limitation natural disasters, inclement weather, cancelled commercial passenger flights, and like conditions.
- 4.4. No person shall remain upon the Airport for any unlawful purpose or without any valid purpose. Loitering is prohibited. Nothing herein is intended to preclude use of the Airport by ticketed passengers.

5. **Expressive Activity**

- 5.1. No person or organization shall engage in expressive activity at the Airport, except pursuant to, and in compliance with, this Policy and any further requirements as may be imposed by the Airport Authority.

5.2. Limitations

- 5.2.1. This Policy is not intended to apply to or limit the rights of persons in connection with accompanying outbound passengers or greeting inbound passengers, including, by example and without limitation, former or current members of the military or armed services.
- 5.2.2. This Policy is not intended to apply to or limit the rights of persons using the Airport for any permissible purpose to wear any article of clothing that may contain a religious, charitable or political message, image or symbol.
- 5.2.3. This Policy is not intended to apply to private events hosted or approved by Airport tenants within aircraft hangars or surrounding leased property, including for example political fundraisers or rallies.

5.3. Location

- 5.3.1. Expressive activity at the Airport shall only occur in locations designated by the Airport Authority for this purpose as depicted on **Attachment A**.
- 5.3.2. Expressive activity is prohibited in areas other than the designated areas depicted on Attachment A, including by example and without limitation, the secure and sterile areas of the Airport.
- 5.3.3. Expressive activity may be conducted by only as many people as safely can be accommodated within the designated areas.
- 5.3.4. The Executive Director may require that the designated areas be set off, such as with stanchions, tape, or other means. The Airport Authority staff may prepare and make copies available for distribution of a brochure or map depicting the designated areas.
- 5.3.5. The designated areas shall be available on a first-come-first-served basis. The Executive Director is delegated with the authority to allocate the use of designated areas in the event of competing requests, such as by prescribing the time periods during which the designated areas may be used. In no event shall the Executive Director consider the viewpoints intended to be expressed in regulating the time, place and manner of expressive activity.

5.4. Conduct of Expressive Activities

5.4.1. All expressive activity shall be conducted (i) in a peaceful and orderly manner, (ii) without physical harm, molestation, threat or harassment of any person; (iii) without obscenities, violence, breach of the peace, or other unlawful conduct; (iv) without obstructing the use of the Airport by others; (v) without hindrance to or interference with the proper, safe, orderly and efficient access to/from, and the operation of, the Airport and activities conducted thereon; and (vi) in strict conformance with this Policy and any the direction and conditions prescribed by the Executive Director.

5.4.2. Persons engaged in expressive activities shall not do any of the following:

- 5.4.2.1. Identify themselves as representatives of the Airport Authority;
- 5.4.2.2. Attach signs to poles or other hard objects – signs must be carried or attached to participants;
- 5.4.2.3. Attempt to pin, tie or attach any symbol, insignia, article, or object to the clothing, luggage, or vehicle of any person without their consent;
- 5.4.2.4. Delay or in any manner assail, coerce, threaten, or physically disturb any member of the public, Airport Authority, airline, or other Airport employee for any purpose;
- 5.4.2.5. Block sidewalks, roadways, roundabouts, or doorways;
- 5.4.2.6. Interfere with passenger flow;
- 5.4.2.7. Interfere with passenger or baggage screening equipment, processes, and activities of the Transportation Security Administration or with the activities and duties of Airport Authority or law enforcement personnel;
- 5.4.2.8. Obstruct or interfere with the use of escalators, stairs, corridors, halls doorways, or elevators at the Airport;
- 5.4.2.9. Use any noise-making instruments, noise-making device, sound or voice amplifying apparatus, battery operated and/or electrically powered portable or stationary public address systems, or do anything that will reduce the effectiveness of the Airport public address system or that interferes with the business functions of the Airport; or
- 5.4.2.10. Conduct expressive activity on the Airport access roadways, block roadways, or conduct rallies, parades or congregate in vehicles for the purpose of conducting expressive activities.

5.4.3. The Executive Director shall have the right, at all times, to impose such reasonable further conditions on expressive activities to avoid injury to persons; damage to property; or to assure the safe, orderly and efficient operation of the Airport

5.5. Notice and Airport Authority Approval

5.5.1. Any person or organization desiring to engage in expressive activity at the Airport shall provide advance written notice to the Airport Authority's Public Information Officer, to include contact information for the sponsor or organizer, the intended

location (within a designated area), and the dates and times when the expressive activity is planned to occur.

5.5.2. The Executive Director is delegated with authority to issue written direction in response to any such notification to prescribe limits on the time, place and manner of the intended expressive activity, without regard for the viewpoints intended to be expressed.

5.5.3. Should the notice and written approval process prove insufficient to ensure that expressive activity is conducted in a safe and orderly manner without undue interference to the safe, secure and efficient operation of the Airport, the Executive Director shall have the authority to require that persons or organizations intending to engage in expressive activity submit an application and secure a permit. The Executive Director shall prescribe the contents of the application and permit and a process for reviewing applications and issuing permits.

6. Filming, Photography and News Media

6.1. The Airport Authority respects the rights of Airport passengers, employees and users to take still photographs, make audio recordings or record video for their personal, non-commercial use in conformance with this Policy.

6.2. Photography, recordings and filming for commercial use shall require advance notice to and express approval by the Airport Authority. This notice requirement shall not apply to commercial photography approved by Airport tenants and confined to their leased property, for marketing or similar and related purposes.

6.3. No person shall appropriate or use the photographs, recordings or video owned or held out by the Airport Authority on the Airport website or otherwise without attribution.

6.4. News media outlets must notify the Airport Authority's Public Information Officer prior to reporting from or engaging in photography, recordings or filming at the Airport.

6.5. No person shall take still photographs or record video of access control readers, security measures or security doors within or leading into or out of a restricted area.

6.6. No person shall take still photographs, make audio recordings, or record video of Transportation Security Administration officers or law enforcement officers in such manner as to interfere with the officer's official duties or that may compromise current or future Airport security or law enforcement functions, including with close up and detailed images of the screening equipment and associated displays and monitors.

- 6.7. No person shall take still photographs, make audio recordings, or record video in such manner as to interfere with the safe, secure and efficient movement of passengers, employees and users of the Airport, commercial businesses, or Airport Authority or law enforcement personnel.

7. **Gambling**

- 7.1. Gambling is prohibited at the Airport, including sports betting.
- 7.2. The Policy shall not preclude social gambling, as may be permitted by state law.
- 7.3. This Policy shall not preclude sales by the Colorado Lottery.
- 7.4. This Policy shall not apply to internet gambling.

8. **Labor-Related Activity and Picketing**

- 8.1. The Airport Authority respects the rights of individuals to organize, conduct meetings, and communicate issues of mutual benefit, including wages, benefits or terms and conditions of employment with any other employee or employer at the Airport. It is not the Airport Authority's intention to prohibit labor-related activity.
- 8.2. Individuals and organizations may use portions of leased premises at the Airport with the permission of the Airport tenant to engage in labor-related activities, including by example and without limitation, holding meetings, collecting signatures, taking votes, and sharing information on wages, benefits, terms and conditions of employment and similar and related matters. Individuals and labor organizations may not engage in such labor-related activities in any common use areas, Airport Authority meeting rooms, or any other unleased areas of the Airport without the Airport Authority's prior approval.
- 8.3. Individuals and labor organizations may leaflet for labor-related purposes in accordance with Section 9 of this Policy.
- 8.4. Individuals and labor organization may engage in picketing in accordance with Section 5 of this Policy. If the individual or labor organization wishes to engage in picketing outside the areas designated for expressive activity, the individual or labor organization must identify the specific reason for the different location and demonstrate that the message intended to be communicated is directed at a specific business or entity or otherwise could not be communicated effectively from the designated areas. If the Airport Authority grants permission to engage in picketing outside the designated areas, the Executive Director shall prescribe limits on the time, place and manner of picketing, and those

engaged in picketing shall comply with the requirements and prohibitions on expressive activity in Section 5 of this Policy.

9. **Leafletting**

- 9.1. Leafletting by three or fewer individuals is permitted within the Airport Terminal in accordance with this section. Leafletting in connection with other expressive activities or by more than three people shall be conducted pursuant to Section 5 of this Policy.
- 9.2. Leafletting in connection with any commercial activity shall not be subject to this Policy but instead shall require separate approval by the Airport Authority.
- 9.3. A person or organization wishing to engage in leafletting by three or fewer individuals shall provide advance written notice to the Airport Authority's Public Information Officer, to include the intended dates and times during which leafletting is intended to occur. Separate notice shall be required for any period that exceeds fourteen (14) total days.
- 9.4. A person or organization must seek and obtain the written approval of the Executive Director to engage in leafletting outside of the areas designed for expressive activity depicted on Attachment A. In such event, the Executive Director shall identify the area to be used, which area shall be selected so as not to interfere with the orderly movement of passengers, any commercial business or activity, law enforcement or security personnel, passenger ticketing and check-in, or passenger security screening.
- 9.5. Leafletting is intended to be a passive activity by which those engaged in leafletting may make themselves and associated leaflets, handbills or other literature visible, and passengers, employees and users may approach those engaged in leafletting to request information or literature. A person engaged in leafletting must not position or conduct themselves so as to interfere with the movement of Airport passengers, employees and users and further must not in any manner force, require or pressure (by physical or verbal action) an individual to stop, listen to information, or take any literature.
- 9.6. A person or organization engaged in leafletting must not leave any leaflets, handbills or other literature at the Airport during any period when the person or organization is not actively engaged in leafletting.

10. **Signs and Advertising**

- 10.1. Signs and displays at the Airport are intended primarily to identify on-Airport businesses and to provide wayfinding for Airport passengers and users. The installation of temporary and permanent signs and displays at the Airport identifying on-Airport businesses and providing wayfinding must be approved in writing by the Executive

Director and conform to any standards and requirements prescribed by the City of Grand Junction and the Airport Authority.

- 10.2. The use of static and digital displays within the Airport Terminal for advertising is limited to commercial activities, including promoting the sale, rental, distribution or availability of goods, services, food, entertainment, events, programs, transactions, products, and property (real or personal), and for promoting entities that engage in such activities.
- 10.3. The only permitted use of static and digital displays within the Airport Terminal for non-commercial purposes shall be by government entities or registered not-for-profit entities related to tourism, education, public health or public safety.
- 10.4. Commercial advertisements and non-commercial messages shall only be placed in displays provided by the Airport Authority, subject to the rates prescribed by the Airport Authority or its agent, or in displays provided by the Airport tenants, subject to the terms of this Policy and any other directives as may be issued by the Executive Director.
- 10.5. In no event shall signs and public displays at the Airport be used for any commercial or non-commercial purpose that expresses or advocates opinions, positions or viewpoints on matters of public debate about economic, political, religious or social issues.
- 10.6. In no event shall signs and public displays at the Airport be used for any commercial or non-commercial purpose that includes any profane language; portrays images or descriptions of violence; promotes hatred, bigotry, disparagement or violence towards individuals, groups, businesses, organizations or government entities; or contains obscenity or nudity.
- 10.7. This Policy shall not apply to the use of signs and public displays at the Airport by the Airport Authority for commercial advertising or non-commercial messages.
- 10.8. This Policy shall not apply to articles of clothing.
- 10.9. The use of signs in connection with expressive activity shall conform to the requirements of Section 5 of this Policy, and the use of signs in connection with labor-related activities shall conform to the requirements of Section 8 of this Policy.

11. Solicitation

- 11.1. No person shall solicit for the immediate receipt of funds within the Airport Terminal, including surrounding sidewalks, roadways, parking lots and structures. This prohibition shall include, by example and without limitation, panhandling or requests by, from or on behalf of any religious, charitable or political organization.

- 11.2. Leaflets, handbills and other literature made available for distribution within the Airport Terminal in accordance with this Policy may include requests for donation, provided that in no event shall a Person make a request for an immediate donation or payment.
- 11.3. The Executive Director may establish collection plates, donation boxes or similar receptacles at the security screening checkpoint or in other locations within the Airport Terminal seeking contributions for purposes identified by the Airport Authority.
- 11.4. Nothing herein is intended to restrict the rights of Airport tenants within exclusive use leaseholds outside of the Airport Terminal to solicit donations or permit others to do so.

12. Surveys and Signature Collection

- 12.1. Surveys have the potential to delay Airport passengers and interfere with the efficient operation of the Airport. As a result, surveys generally shall be limited to relevant topics, including, by example and without limitation, customer satisfaction and buying preferences concerning products and services sold at the Airport, passenger demographics, tourism, and similar and related matters.
- 12.2. No person shall conduct surveys at the Airport without the express approval of the Executive Director.
- 12.3. No person shall use the Airport for the purpose of collecting signatures for a political purpose, including without limitation petitions for initiatives, referenda or candidates to appear on the ballot in any federal, state or local general or special election.
- 12.4. Signature collection for labor-related purposes shall be permitted in accordance with Section 8 of this Policy.
- 12.5. This Policy shall not apply to the use of surveys by the Airport Authority and its agents.

13. Enforcement, Penalties and Appeals

- 13.1. The Airport Authority intends to enforce this Policy through graduated and progressive enforcement and penalties, including by example and without limitation the use of education and verbal warnings, citations, and denial of access to the Airport to engage in non-commercial activities.

- 13.2. In addition to the other remedies hereunder, the Airport Authority may apply to a court of competent jurisdiction for injunctive relief barring any individual or organization in violation of this Policy or who has otherwise engaged in or expressed an intent to engage in activities that have the potential to impair or interfere with safe, secure and efficient operation of the Airport from engaging in future non-commercial activities at the Airport.
- 13.3. The remedies described in this section are in addition to the Authority's remedies at common law and under criminal statutes. Any person who is not using the Airport for a valid purpose in accordance with this Policy may be subject to arrest for trespass if such person refuses to leave when requested to do so by Airport Authority staff, authorized personnel or law enforcement officers.
- 13.4. Any person may request review by the Executive Director of any decision made under this Policy. The Executive Director shall investigate, or delegate the investigation to another individual, and issue a determination. The Executive Director's determination may be appealed to the Airport Authority Board of Commissioners if such appeal is filed within thirty (30) days of the Executive Director's decision.

GRAND JUNCTION REGIONAL AIRPORT ACTIVITY REPORT

Report Date: 6/30/2020
 PY Comparison Date: 6/30/2019

June, 2020

CURRENT MONTH				YEAR-TO-DATE		
PASSENGER ENPLANEMENTS:	2019	2020	PERCENT CHANGE	2019	2020	PERCENT CHANGE
AMERICAN	8,629	3,318	-61.55%	52,427	32,469	-38.07%
ALLEGiant	3,203	1,699	-46.96%	10,670	7,442	-30.25%
UNITED	7,306	646	-91.16%	37,944	16,388	-56.81%
DELTA	3,860	751	-80.54%	21,677	9,526	-56.05%
DENVER AIR CONNECTION	504	-	-100.00%	3,827	1,703	-55.50%
Misc Charters	72	-	-	769	241	-68.66%
TOTAL ENPLANEMENTS	23,574	6,414	-72.79%	127,314	67,769	-46.77%
TOTAL SEAT CAPACITY	31,080	11,583	-62.73%	163,840	110,524	-32.54%
PASSENGER DEPLANEMENTS:	2018	2020	CHANGE	2019	2020	CHANGE
AMERICAN	8,748	3,399	-61.15%	53,605	32,125	-40.07%
ALLEGiant	3,183	1,759	-44.74%	10,479	7,369	-29.68%
UNITED	12,696	589	-95.36%	48,251	20,317	-57.89%
DELTA	4,403	762	-82.69%	24,074	10,532	-56.25%
DENVER AIR CONNECTION	587	-	-100.00%	3,821	1,596	-58.23%
Misc Charters	72	-	-100.00%	707	167	-76.38%
TOTAL DEPLANEMENTS	29,689	6,509	-78.08%	140,937	72,106	-48.84%
TOTAL PASSENGERS	53,263	12,923	-75.74%	268,251	139,875	-47.86%

LOAD FACTOR:(OUTBOUND ONLY)	CURRENT MONTH			YEAR-TO-DATE		
	2019	2020	Difference	2019	2020	Difference
AMERICAN	76.11%	78.44%	2.33%	78.69%	65.83%	-12.86%
ALLEGiant	72.58%	39.71%	-32.87%	72.61%	56.11%	-16.50%
UNITED	76.81%	46.81%	-30.00%	81.46%	61.83%	-19.62%
DELTA	83.60%	44.31%	-39.30%	78.97%	52.78%	-26.19%
DENVER AIR CONNECTION	42.00%	N/A	N/A	47.60%	50.24%	2.64%
GJT TOTAL	75.85%	55.37%	-20.48%	77.71%	61.32%	-16.39%

Grand Junction Regional Airport Authority

Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

6/30/2020

		Month			Forecast Variance		Prior Year Variance	
		06/30/2020	06/30/2020	06/30/2019				
		Forecast	Actual	PY Actual	Forecast \$ Var	Forecast % Var	PY \$ Var	PY % Var
Operating revenue								
Aeronautical revenue								
Passenger airline revenue								
1	Passenger airline landing fees	37,865	22,259	63,975	(15,606)	(41.21) %	(41,716)	(65.21) %
2	Terminal rent	102,956	102,957	98,488	1	0.00 %	4,469	4.54 %
3	Other (boarding bridge)	1,413	1,149	9,841	(264)	(18.68) %	(8,692)	(88.32) %
	Total Passenger airline revenue	142,234	126,365	172,304	(15,869)	(11.16) %	(45,939)	(26.66) %
Non-passenger airline revenue								
4	Non-passenger landing fees	8,367	18,364	7,068	9,997	119.48 %	11,296	159.82 %
5	Cargo and hangar rentals	4,488	4,562	4,484	74	1.65 %	78	1.74 %
6	Fuel tax & flowage fees	14,309	39,270	55,191	24,961	174.44 %	(15,921)	(28.85) %
7	Other (ramp parking, rapid refuel)	328	420	540	92	28.05 %	(120)	(22.22) %
	Total Non-passenger airline revenue	27,492	62,616	67,283	35,124	127.76 %	(4,667)	(6.94) %
	Total Aeronautical revenue	169,726	188,981	239,587	19,255	11.34 %	(50,606)	(21.12) %
Non-aeronautical revenue								
8	Land and building leases	49,343	49,292	48,859	(51)	(0.10) %	433	0.89 %
9	Terminal - restaurant & retail	3,195	3,434	15,131	239	7.48 %	(11,697)	(77.30) %
10	Terminal - other	15,041	15,295	15,041	254	1.69 %	254	1.69 %
11	Rental cars	34,580	57,818	127,838	23,238	67.20 %	(70,020)	(54.77) %
12	Parking	34,520	25,088	117,763	(9,432)	(27.32) %	(92,675)	(78.70) %
13	Ground Transportation	1,541	1,258	6,037	(283)	(18.36) %	(4,779)	(79.16) %
14	Other (advertising, security fee, vending, etc)	3,115	2,031	7,409	(1,084)	(34.80) %	(5,378)	(72.59) %
	Total Non-aeronautical revenue	141,335	154,216	338,078	12,881	9.11 %	(183,862)	(54.38) %
	Total Operating revenues	311,061	343,197	577,665	32,136	10.33 %	(234,468)	(40.59) %

Variance Explanations - June 2020 compared to Forecast and June 2019 Preliminary Financial Statements

Note that expenses have not been presented and compared on a monthly basis, because almost all variance in expenses are timing related at this point. Variance explanations and account explanations have been provided for most revenue accounts below to help describe the revenue source and how the changes in assumptions and activity impacted June 2020.

Operating Revenues:

- 1 **Passenger airline landing fees** – The forecasted passenger landing revenue estimated that we would have 50% of the commercial landings in June 2020 compared to June 2019. Actual June landings were below the estimated activity level and were at only 27% of the 2019 landings. As a result, our passenger airline landing revenues are below the June Forecast by about \$15,000. We received 323 fewer scheduled landings in June 2020 compared to June 2019. Additionally, in June 2019 we had 67 diversions and received no diversions in June 2020.
- 2 **Terminal Rent** – Terminal rent is a fixed charge to the airlines that covers their individual ticket counters and office space, as well as the ticket queuing area, baggage claim, and secure hold room. The increase from prior year was based on the calculated increase in rates from the formula based rates and charges model that was adopted in the December 2019 board meeting.
- 3 **Other (Boarding Bridge)** – Although the total dollar amount is small, I wanted to note that the decrease in Boarding bridge fees from 2019 is not tied directly to usage because the "per turn" fee charged for using the boarding bridge was decreased from \$25/use to \$8.50/use from 2019 to 2020 with the new rate model.
- 4 **Non-passenger landing fees** – Landing fees from non-passenger traffic (primarily cargo) exceeded forecast expectations by \$10,000. There was one additional FedEx Cargo flight in June 2020 compared to June 2019, however, with fire season starting in June we had additional landing fees of approximately \$9,800 related to firefighting activity. The Pine Gulch Fire did not start until July 31. Fire activity landing fees in June and July related to other smaller fires in the vicinity.
- 5 **Cargo and hangar rentals** – FedEx leases a hangar and "exclusive" space on the commercial apron. This fixed rent charge is based on their lease.
- 6 **Fuel tax & flowage fees** – Based on discussions with CDOT, fuel tax is typically collected by the State and remitted to the airports about two months after the activity occurred. The forecast did not account for the lag in receipts, therefore the actual June revenue was for April activity which represented the lowest amount of state fuel tax collections and activity. Fuel flowage fees from GA operations have rebounded much quicker than expected. The forecast predicted a 75% decrease in June activity, however, total fuel flowage was only down 14% from 2019. This resulted in net fuel tax and flowage fees of approximately \$25,000 above forecast.
Non-aeronautical revenues – Aside from Land and building leases and terminal - other accounts that represent fixed rent charges, the non-aeronautical revenues are tied directly to passenger traffic. In June 2020, the airport had 6,263 enplanements compared to 22,823 enplanements in June 2020; a decline of approximately 73%. The June forecast estimated a 75% decline, so passenger numbers were slightly ahead of forecast expectations.
- 9 **Terminal - restaurant & retail** - The decline in restaurant and retail revenue from 2019 of 77% was almost exactly the same decrease in passengers. This indicates that the per passenger spending is returning to the pre-COVID levels. Restaurant and retail revenues were within \$300 of forecast expectations.
- 11 **Rental Cars** - Rental car revenue only declined 54.77% year over year. We believe that the decrease was less than the total decrease in passengers due to local rental car activity that was consolidated at the airport which was not anticipated in our forecast; therefore, actual revenues in June 2020 exceeded expectations. The off-airport locations were re-opened at the end of June.
- 12 **Parking and Ground Transportation** - Parking revenue and Ground Transportation revenue declined by 79% year over year from 2019 to 2020 in June. While restaurant spending per passenger has returned to pre-COVID levels, the parking revenue per passenger is not recovering as quickly as other revenues. This is likely due to the mix of business and leisure passengers traveling at this time.

Grand Junction Regional Airport Authority

Statements of Changes in Net Position

Unaudited - subject to change

			Year to Date			Forecast Variance		Prior Year Variance	
			6/30/2020	6/30/2020	06/30/2019				
			Forecast	Actual	PY Actual	Forecast \$ Remaining	Forecast % Remaining	PY \$ Var	PY % Var
Operating revenue									
Aeronautical revenue									
Passenger airline revenue									
1	Passenger airline landing fees	\$	232,151	\$	228,310	\$	(3,841)	(1.65) %	\$ (83,877) (26.87) %
2	Terminal rent		617,736		623,203		5,467	0.89 %	32,280 5.46 %
3	Other (boarding bridge)		10,919		11,151		232	2.12 %	(53,624) (82.79) %
	<i>Total Passenger airline revenue</i>		860,806		862,664		1,858	0.22 %	(105,221) (10.87) %
Non-passenger airline revenue									
4	Non-passenger landing fees		50,202		61,722		11,520	22.95 %	17,290 38.91 %
5	Cargo and hangar rentals		26,928		27,135		207	0.77 %	569 2.14 %
6	Fuel tax & flowage fees		173,901		241,991		68,090	39.15 %	(101,296) (29.51) %
7	Other (ramp parking, rapid refuel)		1,968		2,610		642	32.62 %	(450) (14.71) %
	<i>Total Non-passenger airline revenue</i>		252,999		333,458		80,459	31.80 %	(83,887) (20.10) %
	<i>Total Aeronautical revenue</i>		1,113,805		1,196,122		82,317	7.39 %	(189,108) (13.65) %
Non-aeronautical revenue									
8	Land and building leases		293,871		311,417		17,546	5.97 %	15,737 5.32 %
9	Terminal - restaurant & retail		50,324		51,698		1,374	2.73 %	(34,714) (40.17) %
10	Terminal - other		90,246		91,119		873	0.97 %	680 0.75 %
11	Rental cars		348,832		363,123		14,291	4.10 %	(253,662) (41.13) %
12	Parking		426,536		431,435		4,899	1.15 %	(314,327) (42.15) %
13	Ground Transportation		15,082		15,463		381	2.53 %	(23,634) (60.45) %
14	Other (advertising, security fee, etc.)		18,296		18,121		(175)	(0.96) %	(32,361) (64.10) %
	<i>Total Non-aeronautical revenue</i>		1,243,187		1,282,376		39,189	3.15 %	(642,281) (33.37) %
	Total Operating Revenues	\$	2,356,992	\$	2,478,498	\$	121,506	5.16 %	\$ (831,389) (25.12) %

Grand Junction Regional Airport Authority

Statements of Changes in Net Position

Unaudited - subject to change

		Year to Date			Forecast Variance		Prior Year Variance	
		6/30/2020	6/30/2020	06/30/2019				
		Forecast	Actual	PY Actual	Forecast \$ Variance	Forecast % Variance	PY \$ Var	PY % Var
Operating expenses								
14	Personnel compensation and benefits	\$ 1,277,124	\$ 1,196,405	\$ 1,173,920	\$ (80,719)	(6.32) %	\$ 22,485	1.92 %
15	Communications and utilities	152,016	149,007	152,709	(3,009)	(1.98) %	(3,702)	(2.42) %
16	Supplies and materials	236,395	182,407	266,563	(53,988)	(22.84) %	(84,156)	(31.57) %
17	Contract services	315,942	290,813	336,212	(25,129)	(7.95) %	(45,399)	(13.50) %
18	Repairs & maintenance	228,786	128,569	176,597	(100,217)	(43.80) %	(48,028)	(27.20) %
19	Insurance	57,957	54,093	46,747	(3,864)	(6.67) %	7,346	15.71 %
20	Training, Travel, & Air Service Development	81,280	47,997	103,616	(33,283)	(40.95) %	(55,619)	(53.68) %
21	Other Expense (marketing, professional dues, etc)	51,375	27,054	19,450	(24,321)	(47.34) %	7,604	39.10 %
22	Contingency Expense	-	-	-	-	0.00 %	-	#DIV/0!
<i>Total Operating expenses</i>		<u>2,400,875</u>	<u>2,076,345</u>	<u>2,275,814</u>	<u>(324,530)</u>	<u>(13.52) %</u>	<u>(199,469)</u>	<u>(8.76) %</u>
Non-operating revenue (expenses)								
23	Passenger facility charges	316,023	336,408	531,568	20,385	6.45 %	(195,160)	(36.71) %
24	Interest income	31,581	46,636	129,667	15,055	47.67 %	(83,031)	(64.03) %
25	Interest expense	(395,188)	(394,898)	(407,095)	(290)	(0.07) %	12,197	3.00 %
26	Customer facility charges	125,672	153,064	343,632	27,392	21.80 %	(190,568)	(55.46) %
27	Capital contributions	14,163,501	4,559,975	1,417,211	(9,603,526)	(67.80) %	3,142,764	221.76 %
27	Capital expenditures	(17,657,510)	(6,936,734)	(5,709,884)	10,720,776	60.72 %	(1,226,850)	(21.49) %
<i>Total Non-operating revenue (expenses)</i>		<u>(3,415,921)</u>	<u>(2,235,549)</u>	<u>(3,694,901)</u>	<u>1,179,792</u>	<u>34.54 %</u>	<u>1,459,352</u>	<u>39.50 %</u>
Excess of revenue over (under) expense		<u>\$ (3,459,804)</u>	<u>\$ (1,833,396)</u>	<u>\$ (2,660,828)</u>	<u>1,625,828</u>	<u>46.99 %</u>	<u>827,432</u>	<u>31.10 %</u>

Variance Explanations - June 30, 2020 Year to Date Preliminary Financial Statements

Please note that the Forecast column was updated to reflect the year-to-date forecast through June and no longer represents the full year forecast. Some of the variance, particularly in expenses is still due to timing, however, in order to measure performance against the revised forecast through June, we have estimated the revised forecast on a monthly basis.

Year-to-date through June 2020 passenger traffic is down 47% (about 57,000 passengers) compared to June 2019. The explanations below are intended to provide additional explanations about variances between forecasted revenues and expenses.

Operating Revenues:

- 1 **Passenger Landing Fees** - Passenger landing fees year to date are about \$3,800 below forecast expectations. Total scheduled landings in May and June were below forecast and resulted in the lower revenue.
- 2 **Terminal Rent** - The increase in terminal rent revenue from prior year is a reflection of the increased rates calculated using the new formula based rate setting methodology and adopted in December by resolution in anticipation of adopting the new lease and use agreements in 2020. We have not made any changes in our assumptions for terminal rent at this time.
- 3 **Boarding Bridge Revenue** - The decrease in boarding bridge revenue was budgeted for and expected. With the change in rates mentioned in the terminal rent explanation above, we also adjusted the boarding bridge per turn charge which decreased from the 2019 rates.
- 4 **Non-Passenger Landing Fees** - Non-passenger landing fees year-to-date through June 2020 are approximately \$17,000 higher than YTD June 2019 and are about \$11,500 ahead of forecast. The total number of cargo landings has been consistent year over year, and the majority of the increase through May was a result of the increase in landing fees. However, in June we also saw increased revenue due to fire fighting activity and expect this trend to continue with the fires in the area.
- 5 **Cargo and hangar rentals** - The cargo hangar rental is a fixed rent charge and is on budget and consistent with prior year.
- 6 **Fuel Tax and Flowage Fees** - As noted in the monthly revenue variance explanation, state fuel tax disbursements have a 2 month lag, but this was not built into the forecast, therefore our year to date revenues exceeded the forecast for fuel tax. Additionally, GA activity has not decreased as much as we originally forecasted so we have collected more revenues year to date than was anticipated. Year-to-date fuel tax and flowage fee revenue is approximately \$68,000 ahead of forecast.
- 8 **Non-aeronautical revenues** - Year-to-date through June 2020, total enplaned passengers are approximately 47% lower than the same time period in 2019. Aside from
- land and building leases and the terminal - other revenue which are fixed rents, the other non-aeronautical revenues are almost entirely tied to enplaned passengers at
1 the airport and therefore would be expected to reflect a comparable decline in year-to-date revenues from 2019. Declines through June 2020 for restaurant, rental cars,
4 and parking are below the 47% decrease in passenger traffic due to the strong performance in the first quarter. As noted in the monthly variance report, the local rental car activity has produced higher than expected revenues and restaurant spending is coming back to normal levels, however, parking revenue per passenger is still lagging behind pre-COVID levels.

Operating Expenses:

Note that Year-to-Date activity has been updated for expenses through June 2020.

- 14 **Personnel Compensation & Benefits** – Compensation and benefits are within 2% of the prior year actual costs year-to-date through June and are approximately \$80,000 below the YTD forecast through June. Salary expense for the Director of Planning position is still included in the forecast, however, with the procurement for a program manager, we expect to request a transfer of some personnel cost to contract services.
- 16 **Supplies & Materials** – Supplies & Materials costs are \$84k lower than actual prior year spending YTD through June and are about \$54k below forecast. The decrease is almost entirely related to decreases in unleaded fuel purchases. Fuel is purchased and sold to the rental car companies and airlines to fuel their equipment. With the decrease in demand, the consumption has decreased and the purchases are less frequent.
- 17 **Contract Services** – Contract services are \$25k below the YTD forecast through June 2020 and \$45k lower than the prior YTD spending through June 2019. The year over year decrease is due primarily to the timing of work performed for the legal and IT services as well as engineering services for the terminal capacity study that was performed in 2019. In 2020 we have not yet paid for any engineering planning services.
- 20 **Training, Travel, & Air Service Development** – Costs for training, travel and air service development are \$33k below the YTD forecast through June 2020 and \$55k lower than the prior YTD spending through June 2019. A temporary "freeze" has been placed on travel for conferences and training and employees are looking to take advantage of on-line and local training opportunities where available.

Non-Operating Revenues and Expenses:

- 22 **PFC Revenue** – PFC revenue is below prior year actual due to the decrease in passenger activity, however, actual passenger numbers YTD through June 2020 are slightly higher than forecasted resulting in higher than expected PFC revenue. Year to date, total passenger traffic is down 47% which is consistent with the decline in PFC revenue, however, we are researching why PFC revenues are only down 37% from 2019.
- 23 **Interest Income** - Interest income is less than half of the amount received in 2019 YTD through June. The second half of the bond funds were drawn down in March 2020 and therefore we expect the monthly and year-to-date income to reduce substantially from the prior year. However, interest income is ahead of forecast YTD through June 2020.
- 25 **CFC Revenue** – CFC revenues are temporarily waived from April 2020 through September 2020 and with the decrease in passenger traffic, revenue is down almost 55% from June 2019. Actual CFC revenues are ahead of forecast as rental car activity has been stronger than anticipated and a couple of rental car brands are still collecting CFCs even though these charges were waived.
- 27 **Capital Contributions & Expenditures** – The timing of capital contributions (grant revenue) and capital expenditures is somewhat unpredictable. In 2020 we have performed more AIP and Non-AIP work year to date through June 2020 compared to June 2019.

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

		Month Ending 06/30/2020	Month Ending 05/31/2020	Variance
Assets				
	Current Assets			
	Cash and Cash Equivalents - Unrestricted	\$ 7,639,378	\$ 7,774,503	\$ (135,125)
	Cash and Cash Equivalents - Restricted	4,149,142	4,118,775	30,367
1	<i>Total Cash and Cash Equivalents</i>	<u>11,788,520</u>	<u>11,893,278</u>	<u>(104,758)</u>
	Accounts Receivable			
	Accounts Receivable - Ops, net of allowance of \$24,000	790,830	686,385	104,445
	Accounts Receivable - Capital	2,450,856	2,643,360	(192,504)
2	<i>Total Accounts Receivable, Net</i>	<u>3,241,686</u>	<u>3,329,746</u>	<u>(88,059)</u>
3	Prepaid Expenses	157,476	53,638	103,837
	<i>Total Current Assets</i>	<u>15,187,682</u>	<u>15,276,662</u>	<u>(88,980)</u>
Non-Current Assets				
	Capital Assets			
	Capital Assets not subject to depreciation	9,764,782	9,764,782	-
	Capital Assets subject to depreciation, net	59,925,193	60,339,318	(414,125)
4	<i>Total Capital Assets, Net</i>	<u>69,689,975</u>	<u>70,104,100</u>	<u>(414,125)</u>
5	Bond Project Fund	415,641	415,566	75
	<i>Total Non-Current Assets</i>	<u>70,105,616</u>	<u>70,519,666</u>	<u>(414,050)</u>
	Total Assets	<u>85,293,298</u>	<u>85,796,328</u>	<u>(503,030)</u>
6	Deferred Outflows of Resources - Pension Plan	<u>719,284</u>	<u>719,284</u>	<u>-</u>
Liabilities				
	Current Liabilities			
7	Accounts Payable - Ops	199,446	168,393	31,054
7	Accounts Payable - Capital	1,352,453	1,447,848	(95,395)
8	Accrued Expenses	264,298	250,132	14,166
9	Lease Deposits	165,194	164,469	726
10	Deferred Revenue	25,067	25,067	-
11	Current portion of capital lease and bonds payable	984,243	918,378	65,865
	<i>Total Current Liabilities</i>	<u>2,990,701</u>	<u>2,974,286</u>	<u>16,415</u>
	Long Term Liabilities			
	Bond and capital lease payable	18,190,023	18,190,023	-
	Deferred Revenue	406,844	408,932	(2,089)
	Net Pension and OPEB Liability	3,011,861	3,011,861	-
12	<i>Total Long Term Liabilities</i>	<u>21,608,727</u>	<u>21,610,816</u>	<u>(2,089)</u>
	<i>Total Liabilities</i>	<u>24,599,428</u>	<u>24,585,102</u>	<u>14,326</u>
13	Deferred Inflows of Resources - Pension Plan	<u>64,024</u>	<u>64,024</u>	<u>-</u>
	Total Net Position	<u>\$ 61,349,131</u>	<u>\$ 61,866,486</u>	<u>\$ (517,356)</u>

Variance Explanations - June 30, 2020 Statement of Financial Position

Assets: Total Assets decreased by \$500k from May 2020 to June 2020. \$400k of the decrease is due to depreciation and cash decreased by approximately \$100k.

- 1 **Cash** – Cash decreased by \$100k from May 2020 to June 2020. The decrease was primarily due to payments made on capital accounts payable which decreased by \$95k.
- 2 **Accounts Receivable** – Accounts receivable includes both operating receivables and capital receivables from grants. Operating receivables increased approximately \$100k as payments due in June were deferred for most tenants. Of the \$790,830 in operating accounts receivable, approximately \$580,000 of the balance is deferred. Capital receivables decreased \$192k as we received grant reimbursements from May contractor activity.
- 3 **Prepaid Expenses** – Prepaid expenses are primarily related to insurance contracts and software subscriptions that we pay annually, or in advance, that we will receive benefit for over a period of time. As we use these services over the policy or contract period, the amount is recognized as an expense, rather than expensing the entire annual cost in the month that it is paid. The increase in this balance from May to June is due to the insurance policy renewal that is paid all in June, but covers a full year of coverage. This balance will be reduced over the policy period.
- 4 **Capital Assets, Net** – Historically, the airport has not capitalized equipment throughout the year as it is purchased, but instead, expenses all purchases as part of capital expenditures and then capitalizes assets at year end. This allows us to track spending for budget purposes. Therefore, the only change in the fixed assets accounts that will be seen on a monthly basis is the regular monthly depreciation based on assets placed in service as of December 31, 2019.
- 5 **Bond Project Fund** – The remaining bond project fund balance represents interest earnings that were accumulated on the project funds. The accumulated interest is still restricted in purpose, but is available to cover debt service. The change in balance from April to May represents interest income received.

Deferred Outflows of Resources:

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

Liabilities: Total Liabilities decreased \$913k from April 2020 to May 2020 due to payments made to contractors for capital projects and the first semi-annual bond payment for interest.

- 7 **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. Capital 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 which was the case in June. Capital payables decreased from May to June as the fence project was getting closer to completion and we have not started any new airfield projects.
- 8 **Accrued Expenses** – This category is primarily made up of liabilities for un-used PTO (approximately 154,000) 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.
- 9 **Lease Deposits** – Lease deposits are primarily made up of General Aviation Lease deposits that were required in the standard ground lease based on a number of month's rent. We also hold deposits for parking passes held by airport tenant employees. These amounts are payable back to tenants at the end of the lease, or as parking passes are returned. The balance of deposits typically does not change materially from period to period as activity is limited.
- 10 **Deferred Revenue** – This liability represents rent received in advance and is primarily made up of a pre-payment received by the BLM in 2017. Prepaid rent is a liability because we have not provided our tenant with the space for the period of time that they paid us for.
- 11 **Current Portion of capital lease and bonds payable** – This balance represents principal and interest due on the outstanding revenue bond and Yukon capital lease in the current calendar year. We have semi-annual payments due June 1 and December 1 for the bond and one annual payment on the vehicle lease in June. The increase this month represents one month of interest that is owed, but not paid.
- 12 **Long-Term Liabilities** – The long-term bond payable and capital payable balance is updated annually in December to reflect the remaining portion due beyond one year, therefore there is no change from the prior month. The net Pension liability is also only calculated annually, so there will be no change in this amount. This is the actuarial estimate of the airports portion of the unfunded Pension liability for PERA. Long-term deferred revenue represents pre-paid revenues for years after 2020.

Deferred Inflows of Resources:

- 13 **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.