

# GRAND JUNCTION REGIONAL AIRPORT



**C O L O R A D O**  
**AIRPORT of the YEAR**

**BOARD PACKET**

**SEPTEMBER 21, 2021**

**Grand Junction Regional Airport Authority**



**Date:** September 21, 2021

**Location:**

GRAND JUNCTION REGIONAL AIRPORT  
2828 WALKER FIELD DRIVE  
GRAND JUNCTION, CO 81506  
AIRPORT TERMINAL - 3rd FLOOR CONFERENCE ROOM  
\*\*Masks Required for all in-person attendees\*\*

**or**

Electronic Meeting

Link: <https://us02web.zoom.us/j/89835604267>

**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 e-mail your comment to the Board Clerk (boardclerk@gjairport.com) 15 minutes prior to the meeting. Comments not related to specific agenda items will be addressed during the citizen comment section of the agenda. Citizen comments related to a specific action item will be addressed during the discussion of that action item. The Board Chair will indicate when you may come forward and comment. Please state your name for the record. Presentations are limited to **three minutes** and yielding time to others is not permitted. Speakers are to address the Chair, not each other or the audience, and are expected to conduct themselves in an appropriate manner. The use of abusive or profane language shall not be allowed. No debate or argument between speakers and/or members of the audience shall be permitted.

**VI. Consent Agenda**

- A. August 17, 2021 Meeting Minutes \_\_\_\_\_ 1
  - Approve the August 17, 2021 Board Meeting Minutes.
- B. September 2, 2021 Meeting Minutes \_\_\_\_\_ 2
  - Approve the September 2, 2021 Special Board Meeting Minutes.

- C. Grant Application – Airport Rescue Grant Concession Relief \_\_\_\_\_ 3
  - Authorize the Executive Director to sign the Airport Rescue Grant application for \$214,188 to provide relief from rent and minimum annual guarantees to eligible in-terminal concessions.

**VII. Discussion**

- A. Proposed Rates and Charges Amendments \_\_\_\_\_ 4
- B. Air Service Incentive Program Revisions \_\_\_\_\_ 5
- C. Delegation of Authority as it relates to budgeting, purchasing, and procurement \_\_\_ 6

**VIII. Staff Reports**

- A. Executive Director Report (Angela Padalecki)
- B. Finance and Activity Report (Sarah Menge) \_\_\_\_\_ 7
- C. Operations Report (Dylan Heberlein)
- D. Facilities Report (Ben Peck)
- E. Project Report (Colin Bible)

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

**X. Adjournment**



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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
Meeting Minutes  
August 17, 2021

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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 August 17, 2021 in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted in the 3<sup>rd</sup> floor conference room as well as electronically.

|  |  |
|--|--|
| <p><b><u>Commissioners Present:</u></b><br/>Tom Benton (Chairman)<br/>Erling Brabaek<br/>Rick Taggart<br/>Linde Marshall<br/>Thaddeus Shrader</p> <p><b><u>Airport Staff:</u></b><br/>Angela Padalecki (Executive Director)<br/>Dan Reimer (Counsel)<br/>Sarah Menge<br/>Cameron Reece (Clerk)<br/>Ben Peck<br/>Dylan Heberlein<br/>Shelagh Flesch</p> | <p><b><u>Guests:</u></b><br/>Fred Suevel, CAF<br/>Jeremey Lee, Mead and Hunt<br/>Colin Bible, Garver<br/>Brad Rolf, Mead and Hunt<br/>Sam Klomhaus, Daily Sentinel</p> |
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**II. National Anthem**

**III. Approval of Agenda**

*Commissioner Marshall made a motion to approve the August 17, 2021 Board Agenda. Commissioner Shrader seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Shrader, yes; Commissioner Taggart, yes; and Commissioner Marshall, yes; motion carries.*

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

*Commissioner Benton made a comment, thanking commissioners for their attendance.*

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

*No Citizen Comments were made*

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

##### **A. July 20, 2021 Meeting Minutes**

Approval of July 20, 2021 Board Meeting Minutes

##### **B. August 3, 2021 Meeting Minutes**

Approval of August 3, 2021 Special Board Meeting Minutes

##### **C. Quote for Painting Exterior Terminal Beams and Pillars**

Authorize the Executive Director to accept the quote from SunShine Painting in the amount of \$12,420 to prepare and paint the exterior beams and pillars along the front entrance of the airport.

##### **D. American Association of Airport Executives Training Course**

Authorize the Executive Director to accept the proposal from the American Association of Airport Executives (AAAE) to provide an on-site training and review course for the AAAE Certified Member Program up to a maximum cost of \$24,000.

##### **E. Intergovernmental Agreement with the Colorado Department of Transportation – Bustang Service at the Grand Junction Regional Airport**

Authorize the Chairman to accept an FAA AIP grant for the Runway Grading and Drainage Construction project, consistent with the Draft AIP Grant Agreement and grant application and authorize the Executive Director to sign the corresponding co-sponsorship agreements with the City of Grand Junction and Mesa County.

*Commissioner Taggart made a motion to approve the Consent Agenda. Commissioner Brabaek seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Shrader, yes; Commissioner Taggart, yes; and Commissioner Marshall, yes; motion carries.*

#### **VII. Action Items**

##### **A. Grant Preauthorize acceptance of an AIP Grant Agreement for Runway 11/29 Grading and Drainage Construction**

*Commissioner Marshall made a motion to Authorize the Chairman to accept an FAA AIP grant for the Runway Grading and Drainage Construction project, consistent with the Draft AIP Grant Agreement and grant application and authorize the Executive Director to sign the corresponding*

*co-sponsorship agreements with the City of Grand Junction and Mesa County. Commissioner Taggart seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Shrader, yes; Commissioner Taggart, yes; and Commissioner Marshall, yes; motion carries.*

**VIII. Staff Reports**

- A. Executive Director Report (Angela Padalecki)
- B. Finance and Activity Report (Sarah Menge)
- C. Operations Report (Dylan Heberlein)
- D. Facilities Report (Ben Peck)
- E. Project Report (Colin Bible)

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

**X. Adjournment**

The meeting adjourned at approximately 6:08pm.

*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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Cameron Reece, Clerk to the Board



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**Grand Junction Regional Airport Authority Board**  
**Special Board Meeting**  
Meeting Minutes  
September 2, 2021

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**REGULAR BOARD MEETING**

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**I. Call to Order**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 11:05 AM on September 2, 2021 in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted electronically.

|   |  |
|---|--|
| <p><b><u>Commissioners Present:</u></b><br/>Tom Benton (Chairman)<br/>Clay Tufly (Vice Chairman)<br/>Linde Marshall<br/>Thaddeus Shrader<br/>Ron Velarde</p> <p><b><u>Airport Staff:</u></b><br/>Angela Padalecki (Executive Director)<br/>Dan Reimer (Counsel)<br/>Cameron Reece (Clerk)<br/>Dylan Heberlein<br/>Sarah Menge</p> | <p><b><u>Guests:</u></b><br/>Brad Rolf, Mead and Hunt<br/>Jeremy Lee, Mead and Hunt<br/>Colin Bible, Garver<br/>Trent Prall, City of Grand Junction<br/>Carrie Gudorf, Mesa County<br/>Angie Fowler, SGM<br/>Chance Sticklen, KREX<br/>Cody Davis, Mesa County</p> |
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**II. National Anthem**

**III. Approval of Agenda**

*Commissioner Marshall made a motion to approve the September 2, 2021 Board Agenda. Commissioner Velarde seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Marshall, yes; Commissioner Shrader, yes; Commissioner Tufly, yes, and Commissioner Velarde, yes. The motion carries.*

**IV. Commissioner Comments**

*No Commissioner comments were made.*

**V. Citizen Comments**

*No citizen comments were made.*

**VI. Action Items**

**A. Appeal the Proposed Total Maximum Daily Load Water Quality Standards Proposed by the Colorado Department of Public Health and Environment**

*Commissioner Marshall made a motion to appeal the Proposed Total Maximum Daily Load Water Quality Standards Proposed by the Colorado Department of Health and Environment. Commissioner Velarde seconded the motion.*

*Prior to the roll call vote, a couple of clarifications were made:*

- The GJRAA Board will join the appeal now and not wait to be named as a party later in the appeal process.*
- The Board motion also authorizes Dan Reimer as the GJRAA legal counsel to sign any necessary documents related to the appeal.*
- Commissioner Taggart was nominated to represent the GJRAA Board in reviewing and signing the appeal and should he be unable to participate, Commissioner Velarde will be the representative for the GJRAA Board.*

*Roll Call Vote: Commissioner Benton, yes; Commissioner Marshall, yes; Commissioner Shrader, yes; Commissioner Tufly, yes, and Commissioner Velarde, yes. The motion carries.*

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

**VIII. Adjournment**

*The meeting adjourned at approximately 12:19pm  
Audio recording of the complete meeting can be found at  
[https://qjairport.com/Board Meetings](https://qjairport.com/Board_Meetings)*

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Tom Benton, Board Chairman

**ATTEST:**

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Cameron Reece, Clerk to the Board



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

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|                 |  |                                   |  |
|-----------------|--|-----------------------------------|--|
| TOPIC:          | Grant Application – Airport Rescue Grant Concession Relief   |                                   |  |
| PURPOSE:        | Information <input type="checkbox"/>   | Guidance <input type="checkbox"/> | Decision <input checked="" type="checkbox"/> |
| RECOMMENDATION: | Authorize the Executive Director to sign the Airport Rescue Grant application for \$214,188 to provide relief from rent and minimum annual guarantees to eligible in-terminal concessions.   |                                   |  |
| SUMMARY:        | <p>The FAA is providing concession relief funds under the American Rescue Plan Act of 2021 for airport sponsors to relieve rent and minimum annual guarantees, proportionally, to eligible small and large in-terminal concessions. This relief is in addition to the \$53,547 of concession relief funds provided under the Airport Coronavirus Response Grant Program (ACRGP) that was accepted in July.</p> <p>The objective of the program is to enable airports to provide relief to concessionaires that have suffered decreases to revenue as a result of the decline in passenger traffic from the COVID-19 pandemic. The relief will be allocated proportionately to eligible concessionaires by size in accordance with the FAA guidance.</p> <p>This grant will be administered in accordance with the authority delegated to the Executive Director and Finance Director in Resolution 2021-006 and the concession relief plan will be submitted to the Executive Committee for review and approval before any relief is applied to tenant invoices.</p> |                                   |  |
| REVIEWED BY:    | Executive Director and Legal Counsel   |                                   |  |
| FISCAL IMPACT:  | <p>The net impact to the financial statements of the Authority is \$0 as the grant funds received will be used to offset the reduction in the amount of rents and charges collected from on-airport concessionaires. This grant does not include any amount to be retained as an administrative fee for the airport.</p> <p>Federal Grant - \$214,188</p>  |                                   |  |
| ATTACHMENTS:    | <ol style="list-style-type: none"><li>1. Matrix Summary of Relief Grants</li><li>2. FAA Grant Application</li></ol>  |                                   |  |
| STAFF CONTACT:  | Sarah Menge<br><a href="mailto:smenge@gairport.com">smenge@gairport.com</a><br>Office: 970-248-8581  |                                   |  |

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## COVID RELIEF AIRPORT GRANT PROGRAMS

|   | <b>CARES Act (4/20)</b>   | <b>CRRSAA (12/20)</b>   | <b>ARPA (3/21)</b>  |
|---|---|---|---|
| <b>Title</b>                                | Coronavirus Aid, Relief, and Economic Security Act  | Coronavirus Response and Relief Supplemental Appropriations Act   | American Rescue Plan Act  |
| <b>Citation</b>                             | H.R. 748, Div. B, Title XII   | H.R. 133, Div. M, Title IV  | H.R. 1319, Sec. 7102  |
| <b>Total Amount</b>                         | \$10B   | \$2B  | \$8B  |
| <b>Grant Program</b>                        | CARES Act Grants  | Airport Coronavirus Response Grant Program  | Airport Rescue Grants   |
| <b>Eligibility</b>                          | All sponsors of airports in the NPIAS   | All sponsors, except sponsors receiving more than 4X operating expenses under CARES Act   | All sponsors, except sponsors receiving more than 4X operating funds in COVID relief in FY20  |
| <b>Source of Funding</b>                    | General Fund  | General Fund  | General Fund  |
| <b>Funding Formula (Commercial Service)</b> | Enplanements, Debt, Debt Service Coverage   | Entitlement formula, enplanements, unallocated CARES Act  | Entitlement formula, enplanements   |
| <b>Operating Costs</b>                      | Yes   | Yes   | Yes   |
| <b>Debt Service</b>                         | Yes   | Yes   | Yes   |
| <b>Capital Construction</b>                 | Yes, with Development Addendum  | Yes, if associated with combatting the spread of pathogens at the airport, with Development Addendum  | Yes, if associated with combatting the spread of pathogens at the airport, with a Development Addendum  |
| <b>Concession Relief</b>                    | No  | Yes, for on-airport car rental, on-airport parking and in-terminal concessions  | Yes, for in-terminal concessions only   |
| <b>Includes Supplemental AIP</b>            | Yes   | No  | Yes   |
| <b>Employee Retention Requirement</b>       | Yes   | Yes   | Yes   |
| <b>Application Deadline</b>                 | Open  | June 30, 2021   | TBD   |
| <b>Period of Performance</b>                | 4 years from date of acceptance   | 4 years   | 4 years   |
| <b>FAQs</b>                                 | <a href="https://www.faa.gov/airports/cares_act/media/cares-act-airport-grants-faqs.pdf">https://www.faa.gov/airports/cares_act/media/cares-act-airport-grants-faqs.pdf</a> | <a href="https://www.faa.gov/airports/crrsaa/media/ACRGP-FAQs-20210409.pdf">https://www.faa.gov/airports/crrsaa/media/ACRGP-FAQs-20210409.pdf</a> | <a href="https://www.faa.gov/airports/airport_rescue_grants/media/20210610_ARP_FAQs.pdf">https://www.faa.gov/airports/airport_rescue_grants/media/20210610_ARP_FAQs.pdf</a> |
| <b>GJT Allocation</b>                       | Grant - \$5,679,740<br>Supplemental AIP - \$1,347,478<br>Concession Relief - \$0  | Grant - \$2,165,017<br>Supplemental AIP - \$0<br>Concession Relief - \$53,547   | Grant - \$3,312,328<br>Supplemental AIP (as of 9/15/21) - \$807,497<br><b>Concession Relief - \$214,188</b>   |

| <b>Application for Federal Assistance SF-424</b>  |   |
|---|---|
| <b>*1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application  |   |
| <b>*2. Type of Application</b> * If Revision, select appropriate letter(s):<br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision<br><b>*Other (Specify)</b><br>_____  |   |
| <b>*3. Date Received:</b><br>NA   | <b>4. Applicant Identifier:</b><br>GJT (Grand Junction Regional) Grand Junction, CO |
| <b>*5b. Federal Entity Identifier:</b><br>08-0027   | <b>*5b. Federal Award Identifier:</b>   |
| <b>State Use Only:</b>  |   |
| <b>6. Date Received by State:</b>   | <b>7. State Application Identifier:</b>   |
| <b>8. APPLICANT INFORMATION:</b>  |   |
| <b>*a. Legal Name:</b> City Gr.Junc./Co.Mesa/Walker Fld.Pub.AirportAuth.  |   |
| <b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b><br>84-6111114   | <b>*c. Organizational DUNS:</b><br>15-613-5394                                      |
| <b>d. Address:</b>  |   |
| <b>*Street 1:</b> 2828 Walker Field Drive _____<br><b>Street 2:</b> _____<br><b>*City:</b> GRAND JUNCTION _____<br><b>County/Parish:</b> _____<br><b>*State:</b> CO _____<br><b>Province:</b> _____<br><b>*Country:</b> USA: United States _____<br><b>*Zip / Postal Code</b> 81506 _____   |   |
| <b>e. Organizational Unit:</b>  |   |
| <b>Department Name:</b>   | <b>Division Name:</b>   |
| <b>f. Name and contact information of person to be contacted on matters involving this application:</b>   |   |
| <b>Prefix:</b> Ms. _____ <b>*First Name:</b> Angela _____<br><b>Middle Name:</b> _____<br><b>*Last Name:</b> Padalecki _____<br><b>Suffix:</b> _____<br><b>Title:</b> Executive Director<br><b>Organizational Affiliation:</b><br><br><b>*Telephone Number:</b> 970-248-8588 <b>Fax Number:</b><br><br><b>*Email:</b> apadalecki@gairport.com |   |

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

**Federal Aviation Administration**

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

NA

\*Title:

NA

**13. Competition Identification Number:**

NA

Title:

NA

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

\$171,350 to provide relief from rent and minimum annual guarantees to eligible small airport concessions located at primary airports.

\$42,838 to provide relief from rent and minimum annual guarantees to eligible large airport concessions located at primary airports.

**Attach supporting documents as specified in agency instructions.**

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\*a. Applicant: 3

\*b. Program/Project: 3

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: NA

\*b. End Date: NA

**18. Estimated Funding (\$):**

|                    |           |
|--------------------|-----------|
| *a. Federal        | \$214,188 |
| *b. Applicant      | \$0       |
| *c. State          | \$0       |
| *d. Local          | \$0       |
| *e. Other          | \$0       |
| *f. Program Income | \$0       |
| *g. TOTAL          | \$214,188 |

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

- Yes       No

If "Yes", provide explanation and attach

\_\_\_\_\_

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_  
 \*Last Name: \_\_\_\_\_  
 Suffix: \_\_\_\_\_

\*Title:

\*Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\* Email: \_\_\_\_\_

\*Signature of Authorized Representative: \_\_\_\_\_

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

## Grand Junction Regional Airport Authority

### Agenda Item Summary:

|                 |  |
|-----------------|--|
| TOPIC:          | Proposed Rates and Charges Amendments  |
| PURPOSE:        | Information <input type="checkbox"/> Guidance <input checked="" type="checkbox"/> Decision <input type="checkbox"/>  |
| RECOMMENDATION: | N/A – Discussion Only  |
| DISCUSSION:     | During the budget preparation process, airport staff reviewed the current Rates and Charges Resolution and are proposing amendments focusing on the airline landing fees and terminal rent rates. Specifically, we propose a 5% reduction for airline rates and charges and holding all other published rates and charges flat. These rates are consistent with ongoing air service development efforts and will allow GJRAA to meet 2022 budgeted financial objectives. |
| REVIEWED BY:    | Executive Director   |
| FISCAL IMPACT:  | Based on activity assumptions and proposed rates for 2022, budgeted passenger airline revenue is projected to be comparable to 2019 budgeted airline revenues.   |
| ATTACHMENTS:    | None   |
| STAFF CONTACT:  | Sarah Menge<br>970-248-8581<br><a href="mailto:smenge@gjairport.com">smenge@gjairport.com</a>  |

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

|                 |   |
|-----------------|---|
| TOPIC:          | Air Service Incentive Program Revisions   |
| PURPOSE:        | Information <input type="checkbox"/> Guidance <input checked="" type="checkbox"/> Decision <input type="checkbox"/>   |
| RECOMMENDATION: | Discuss proposed revisions to the Air Service Incentive Program.  |
| SUMMARY:        | <p>The proposed updates in the attached Air Service Incentive Program redline document are to 1) update to our target markets based on existing service and current demand levels and 2) modify the definition of a new entrant carrier from a static point in time (2020) to a rolling period (past 18-months).</p> <p>This program is intended to be dynamic and revisited at least annually. The program was most recently modified in July 2021 to make specific changes related to pandemic recovery goals that were no longer needed as the airport saw record passenger levels. The Incentive Program was reviewed as part of the budget process and the target market and new entrant definitions were the only modifications identified at this time.</p> <p>Staff and our air service development consultants at CMT believe the program still reflects sustainable incentives that accurately reflect our air service goals.</p> |
| REVIEWED BY:    | Executive Director and Air Service Consultant (Harrison Earl)   |
| FISCAL IMPACT:  | To Be Determined – depending on eligible airline service  |
| ATTACHMENTS:    | Airline Incentive Program red-line  |
| STAFF CONTACT:  | Angela Padalecki<br><a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a><br>Office: 970-248-8588  |



## Grand Junction Regional Airport Air Service Incentive Program

### Background

The Grand Junction Regional Airport Authority has developed the following air service incentive program to increase access and affordability of commercial air service at GJT in accordance with applicable Federal Aviation Administration (FAA) rules and guidance.

### Goal of the Program

The goal of the Grand Junction Regional Airport Air Service Incentive Program is to increase access to affordable air service at GJT through new passenger service to unserved destinations with an emphasis on in-demand, target markets.

### Definition of Key Terms

1. Unserved Destination – Airport destination without nonstop service in the past six months
2. New Service – Nonstop service connecting GJT with an unserved destination
3. Additional Service – Nonstop service from an air carrier to a destination not currently served by that air carrier from GJT
4. Seasonal Service – Airport destination with scheduled nonstop service for between 12 consecutive weeks and 50 consecutive weeks in a 12-month period

### Targeted Airport Destinations

Through rigorous analysis and conversations with community stakeholders, GJT has identified the following target markets and airport destinations for new air service:

**Table 1: GJT Target Airport Destinations**

| <u>Target Market</u> | <u>Target Airport Destinations</u>         |
|----------------------|--|
| New York Area        | LGA, JFK, EWR, and SWF                     |
| Washington D.C.      | DCA, BWI, and IAD                          |
| Chicago              | ORD and MDW                                |
| Los Angeles          | LAX, ONT, LGB, <del>and BUR, and SNA</del> |
| San Francisco        | SFO, OAK, and SJC                          |
| Seattle              | SEA and PAE                                |
| Houston              | IAH and HOU                                |
| Atlanta              | ATL  |
| Minneapolis-St. Paul | MSP  |
| Charlotte            | CLT  |
| Detroit              | DTW  |
| Dallas               | DAL  |
| Portland             | PDX  |
| Philadelphia         | PHL  |
| San Diego            | SAN  |
| <b><u>Austin</u></b> | <b><u>AUS</u></b>                          |

### Incentive Categories

*New Service to a Targeted Unserved Destination*





*Eligibility:* Any passenger air carrier establishing new service to a Targeted Destination as outlined in Table 1. The Targeted Destination must be an Unserved Destination from GJT at the time service is initiated.

1. **Year-round, daily service to a Targeted, Unserved Destination:** An air carrier is eligible for a 100% landing fee waiver for 24 months, 100% waiver of common use space rent for the first 12 months and a 50% waiver in Year 2; \$50,000 in marketing support for new service to be used during the first 24 months of service.
2. **Year-round, less than daily service to a Targeted, Unserved Destination:** An air carrier is eligible for a 100% landing fee waiver for 24 months, 100% waiver of common use space rent for the first 12 months and a 50% waiver in Year 2; \$25,000 in marketing support for new service to be used during the first 24 months of service.
3. **Seasonal service to a Targeted, Unserved Destination:** An air carrier is eligible for a 100% landing fee waiver for 24 months, 100% waiver of common use space rent for the first 12 months and a 50% waiver in Year 2; \$25,000 in marketing support for new service scheduled to operate at least twice a week to be used during the first 24 months of service.

#### *New Service to an Unserved, Non-Target Destination*

*Eligibility:* Any passenger air carrier establishing service to a new destination not included in Table 1.

1. **New service to an Unserved, non-targeted Destination:** An air carrier is eligible for a 100% landing fee waiver for 12 months.

#### *Expanded Service to an Existing Destination*

*Eligibility:* Any passenger air carrier establishing service to a destination currently served or suspended within the past 6 months.

1. **Additional Service to an existing destination:** A air carrier is eligible for a 100% landing fee waiver for 12 months.

#### *New Entrant Incentive*

*Eligibility:* Any passenger air carrier that did not serve GJT during ~~2020~~the last 18 months. The new entrant incentive is able to be combined with any of the new service categories listed above.

1. **New entrant carrier:** A new entrant air carrier is eligible for a 100% waiver of preferential use space rent for the first 12 months and a 50% waiver in Year 2.



### Terms and Conditions

1. This incentive program is effective immediately and may be amended by the Grand Junction Airport Authority at any time.
2. This incentive program will be administered in compliance with federal law, the Airport Improvement Program Grant Assurances, and FAA policy, including the *Policy and Procedures Concerning the Use of Airport Revenue* (1999) and the *Air Carrier Incentive Program Guidebook* (2010).
3. Participation in this program requires an incentive agreement between the Grand Junction Airport Authority and an air carrier. The Airport Authority reserves the right, based on budget availability, to limit an incentive on a specific route to the first air carrier to sign an incentive agreement.
4. To qualify for incentives, a seasonal route must be operated for a minimum of 12 consecutive weeks.
5. An air carrier may only qualify for an incentive for a particular route one time. Seasonal service may not receive an incentive each time it returns for a new season.
6. To qualify for incentives, a carrier must be current on payment of rates and charges.
7. Air carriers must operate service throughout duration of the promotional period at the level specified.
8. Air carriers must use the passenger terminal in order to qualify for incentives.
9. Air carriers may choose to forgo some or all fee waivers and rent abatements for an increased marketing incentive of equal value based upon service schedule and aircraft gauge committed at the time of entering into an incentive agreement with GJT. If the airline changes its frequency or gauge over the incentive period, the amount of the marketing incentive will be increased or reduced accordingly.
10. Incentives may not be transferred from one carrier to another. Incentives cannot be transferred between routes.
11. Additional incentives including marketing support and minimum revenue guarantees (MRG) may be available through Grand Junction Regional Air Service Alliance.

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

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|                 |   |  |                                   |
|-----------------|---|--|-----------------------------------|
| TOPIC:          | Delegation of Authority as it relates to budgeting, purchasing, and procurement   |  |                                   |
| PURPOSE:        | Information <input type="checkbox"/>  | Guidance <input checked="" type="checkbox"/> | Decision <input type="checkbox"/> |
| RECOMMENDATION: | N/A – Discussion Only   |  |                                   |
| SUMMARY:        | <p>During the budgeting process, staff reviewed and discussed delegated authorities that currently exist in the budget resolution, purchasing and procurement policy, and the delegation of authority resolution. As part of this review, staff recommend making some modifications to delegated authority in order to improve efficiency.</p> <p>Specifically, staff recommends expanding delegated authority to approve routine professional service work, provided it is within the annual budgeted amount. This will improve efficiency in managing those contractors who serve as an extension of staff. This delegation already exists for personnel expenses for Airport Authority staff and for a number of other recurring budgeted expenses such as security guard services, utilities, and fuel purchases.</p> |  |                                   |
| REVIEWED BY:    | Executive Director  |  |                                   |
| FISCAL IMPACT:  | N/A   |  |                                   |
| ATTACHMENTS:    | None  |  |                                   |
| STAFF CONTACT:  | Sarah Menge, Director of Finance<br><a href="mailto:smenge@gairport.com">smenge@gairport.com</a><br>Office: 970-248-8581  |  |                                   |

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