

**Grand Junction Regional Airport Authority**



**Date: September 16, 2025**

**Location:**

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

**or**

Electronic Meeting

Link: <https://us02web.zoom.us/j/82813422706>

Time: 11:30 AM

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**REGULAR MEETING AGENDA**

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

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

**VI. Consent Agenda**

- A. [August 19, 2025 Meeting Minutes](#) 1

- Approve the August 19, 2025 Board Meeting Minutes.

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***September 16, 2025***

B. [Employee Handbook Updates](#) 2

- Approve amendments to the Employee Handbook to reflect current practices and better clarify the policies.

C. [Airport Capital Improvement Program Manager – Recommendation of Award and Contract Approval](#) 3

- Accept the recommendation of award and authorize the Chief Executive Officer to sign a contract for the Airport Capital Improvement Program, Program Manager to Garver, LLC.

**VII. Action**

A. [2024 Audit Acceptance](#) 4

- Accept the 2024 audited financial statements and supplemental schedules of the Grand Junction Regional Airport Authority.

**VIII. Staff Reports**

A. CEO Report (Angela Padalecki)

B. [Finance Report \(Sarah Menge\)](#) 5

C. Project Update

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

**X. Executive Session**

- A. Executive Session for the purpose of considering personnel matters as authorized by Colorado Revised Statute Section 24-6-402(4)(f), specifically including the Chief Executive Officer's employment contract and compensation.

**XI. Adjournment**



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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
Meeting Minutes  
August 19, 2025

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**REGULAR BOARD MEETING**

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**I. Call to Order**

Ms. Linde Marshall, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 11:30 AM on August 19, 2025 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></p> <p>Linde Marshall (Chair) Chris West (Vice Chairman) Quint Shear Dan Meyer Lee Kleinman Cody Kennedy</p> <p><b><u>Airport Staff:</u></b></p> <p>Angela Padalecki (CEO) Dan Reimer (Counsel) Victoria Hightower (Clerk) Sarah Menge Jennifer Kroeker Travis Portenier Kristina Warren Ben Peck Dylan Heberlein</p>	<p><b><u>Guests:</u></b></p> <p>Colin Bible, Garver Jeremy Lee, Mead and Hunt Brad Rolf, Mead and Hunt Scott Sweeney, West Star Aviation Jesse Van Meter, West Star Aviation Teresa Garner, West Star Aviation Sheli Mitchell, West Star Aviation Kyle, KREX Brooke Barber, KLJL Dan (virtual)</p>
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**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Commissioner Kleinman made a motion to approve the August 19, 2025 Board Agenda. Commissioner Shear seconded the motion. Voice Vote: All Ayes; motion carries.*

*August 19, 2025 Minutes – Page 1*

**IV. Commissioner Comments**

Chair Marshal recognized Jesse Van Meter, Teresa Garner, and Sheli Mitchel for achieving record-breaking fuel sales. She also extended appreciation to West Star Aviation for their exceptional support and performance during a particularly busy diversion and fire season. The strong partnership between the Airport and West Star Aviation was acknowledged as highly valued.

Commissioner Kleinman thanked Tommy from the BLM for their continued partnership. He noted that the BLM has utilized 1.5 million gallons of fire retardant to date.

Chair Marshall noted for the record that Commissioner Dan Meyer and former Commissioner and Chairman Tom Benton will serve on the Finance and Audit Committee. Commissioner Lee Kleinman will join Chair Marshall and former Commissioner Thad Shrader on the Visioning Committee.

**V. Citizen Comments**

*None.*

**VI. Consent Agenda**

**A. June 3, 2025 Special Meeting Minutes**

Approve the June 3, 2025 Special Board Meeting Minutes.

**B. June 17, 2025 Meeting Minutes**

Approve the June 17, 2025 Board Meeting Minutes.

**C. July 29, 2025 Special Meeting Minutes**

Approve the July 29, 2025 Special Board Meeting Minutes.

**D. Surplus Asset Disposal**

Authorize Airport Authority staff to dispose of two surplus pieces of snow removal equipment with a combined current net book value of \$39,000 using a disposal method provided for in the Asset Disposal Policy.

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

**VII. Action**

**A. Ground Lease with the Bureau of Land Management for a Dispatch Center**



Authorize the Chief Executive Officer to negotiate and finalize the terms of a Ground Lease with the Bureau of Land Management in substantially the form presented, pending approval from the FAA, and sign the lease.

*Commissioner Kleinman made a motion to authorize the Chief Executive Officer to negotiate and finalize the terms of a Ground Lease with the Bureau of Land Management in substantially the form presented, pending approval from the FAA, and sign the lease. Commissioner Shear seconded the motion. Voice Vote: All Ayes; motion carries. The motion carries.*

**B. Grant Agreement AIP 85 – Shift Runway 11/29 (Subbase Schedule 2 - Phase II)**

Accept FAA AIP Grant offer No. 3-08-0027-085-2025 in the amount of \$11,593,096 for the first Subbase Schedule 2 - Phase II construction related to the Runway Replacement Program and authorize the Chief Executive Officer to sign the Co-Sponsorship Agreements with the City of Grand Junction and Mesa County.

*Commissioner West made a motion to accept FAA AIP Grant offer No. 3-08-0027-085-2025 in the amount of \$11,593,096 for the first Subbase Schedule 2 - Phase II construction related to the Runway Replacement Program and authorize the Chief Executive Officer to sign the Co-Sponsorship Agreements with the City of Grand Junction and Mesa County. Commissioner Meyer seconded the motion. Voice Vote: All Ayes; motion carries. The motion carries.*

**C. Grant Agreement AIP 86 –Shift Runway 11/29 (95% Runway Design - Phase 2)**

Accept FAA AIP Grant offer No. 3-08-0027-086-2025 in the amount of \$675,458 for the Runway Design – associated with the subbase construction and authorize the Chief Executive Officer to sign the Co-Sponsorship Agreements with the City of Grand Junction and Mesa County.

*Commissioner Shear made a motion to accept FAA AIP Grant offer No. 3-08-0027-086-2025 in the amount of \$675,458 for the Runway Design – associated with the subbase construction and authorize the Chief Executive Officer to sign the Co-Sponsorship Agreements with the City of Grand Junction and Mesa County. Commissioner Kleinman seconded the motion. Voice Vote: All Ayes; motion carries. The motion carries.*

**D. Grant Agreement AIP 87 –Shift Runway 11/29 (NAVAID Design RA)**

Accept FAA AIP Grant offer No. 3-08-0027-087-2025 in the amount of \$187,920 for a Reimbursable Agreement for FAA work on the navigational aids related to the runway replacement program and authorize the Chief Executive Officer to sign the Co-Sponsorship Agreements with the City of Grand Junction and Mesa County.

*Commissioner Kennedy made a motion to accept FAA AIP Grant offer No. 3-08-0027-087-2025 in the amount of \$187,920 for a Reimbursable Agreement for FAA work on the navigational aids related to the runway replacement program and authorize the Chief Executive Officer to sign the*

*Co-Sponsorship Agreements with the City of Grand Junction and Mesa County. Commissioner Kleinman seconded the motion. Voice Vote: All Ayes; motion carries. The motion carries.*

**E. Preauthorize the acceptance of AIP Grant Agreements consistent with Board approved applications and anticipated projects**

Authorize the Board Chair to accept FAA AIP Grant awards for anticipated project grants for the 12/30 Runway Relocation Project, Interior Refresh, and Tower improvements consistent with prior grant applications approved by the Board and authorize the Chief Executive Officer to sign the corresponding co-sponsorship agreements with the City of Grand Junction and Mesa County.

*Commissioner West made a motion to authorize the Board Chair to accept FAA AIP Grant awards for anticipated project grants for the 12/30 Runway Relocation Project, Interior Refresh, and Tower improvements consistent with prior grant applications approved by the Board and authorize the Chief Executive Officer to sign the corresponding co-sponsorship agreements with the City of Grand Junction and Mesa County. Commissioner Shear seconded the motion. Voice Vote: All Ayes; motion carries. The motion carries.*

**VIII. Staff Reports**

- A. CEO Report (Angela Padalecki)
- B. Finance Report (Sarah Menge)
- C. Project Update

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

**X. Adjournment**

*Commissioner Kennedy made a motion to adjourn the meeting. Commissioner Kleinman seconded the motion. Voice Vote: All Ayes. Motion carries*

The meeting adjourned at approximately 12:58pm

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

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Linde Marshall, Board Chairman

**ATTEST:**

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Victoria Hightower, Clerk to the Board



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

TOPICS:	Employee Handbook Update		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve amendments to the Employee Handbook to reflect current practices and better clarify the policies.		
SUMMARY:	<p>The proposed updates recommended by staff to the Employee Handbook, include:</p> <ul style="list-style-type: none"><li>• Clerical Updates to change the title from “Executive Director” to “Chief Executive Officer (CEO) throughout the handbook and improve formatting.</li><li>• Modifying the “Scheduled Hours” definitions under Employee Classification for Full-time and Part-time Employees from 30 to 40 hours. This aligns with our current policy that requires employees to use Paid Time Off (PTO) if they don’t work a full 40-hour scheduled week. PTO accruals are all based on the assumption of a 40-hour week for full-time employees.</li><li>• Update the language and description of Holiday hours that are included with the PTO Bank. Because the Airport is open 365 days a year, we do not close for holidays. Rather than pay a premium to staff for holidays worked, the Airport has taken the approach of including 80 hours in the PTO accrual to cover 10-federal holidays. This provides flexibility to employees to still take time off, but not limited to specific recognized holidays.</li><li>• The Health &amp; Wellness Benefit section has been removed and will be managed as a separate policy in accordance with the authority delegated to the Chief Executive Officer.</li><li>• Clarifications were added regarding Remote network connections &amp; VPN Usage</li></ul> <p>These revisions are necessary to ensure that the handbook is fully aligned with current practices.</p>		
REVIEWED BY:	Chief Executive Officer & the Director of Finance & Administration		
FISCAL IMPACT:	None		
ATTACHMENTS:	Employee Handbook – Redline Changes Employee Handbook – Clean Copy reflecting all Proposed Revisions		
STAFF CONTACT:	Victoria Hightower Email: <a href="mailto:vhightower@gairport.com">vhightower@gairport.com</a> Office: (970) 248-8593		



## **EMPLOYEE HANDBOOK**

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

**Revised : January 2025**

| Revised: September 2025

# EMPLOYEE HANDBOOK

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## IMPORTANT NOTICE

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

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

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

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

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

# About the Grand Junction Regional Airport

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## History

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

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

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

## Mission

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

## Vision

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

## Core Values

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

## Let's Communicate

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### Employee Relations Philosophy

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

### If You Have a Problem

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

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

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

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

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

### Fraud Prevention and Whistleblower Protection

The Grand Junction Regional Airport Authority is committed to the highest standards of moral and ethical behavior by its employees and Board Members. The Airport has established a policy to

discourage and prevent dishonest acts and/or fraudulent activity, and to advise employees and Board Members of their responsibility to report suspected fraudulent activity.

Please refer to the Policy for more detailed information. As part of its Fraud Prevention and Whistleblower Protection Policy, employees may make complaints to the Airport's Whistleblower Hotline. The telephone number for the Whistleblower Hotline is posted in employee break areas, and employees may leave concerns or complaints on an anonymous basis.

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

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

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### **Orientation**

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

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

### **Equal Employment Opportunity**

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

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

### **Equal Pay Policy**

The Airport will not unlawfully discriminate between Employees on the basis of sex, sexual orientation, gender identity, or gender expression (hereinafter collectively referred to as "sex"), including by paying an Employee of one sex a wage rate less than the rate paid to an Employee of a different sex for substantially similar work, except where the wage differential is based on a

seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training, or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed. Accordingly, if you believe that your compensation does not comply with this requirement, please contact Human Resources. Further, the Airport will not seek the wage rate history of a prospective Employee or require disclosure of wage rate or prior benefit information as a condition of employment; rely on a prior wage rate to determine a wage rate; discriminate or retaliate against a prospective Employee for failing to disclose the Employee's wage rate history; discharge or retaliate against an Employee for actions by an Employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an Employee for inquiring about, disclosing, or discussing the Employee's wage rate.

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

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

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

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

## Requests for Accommodation

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

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

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

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

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

## Policy against Unlawful Harassment, Discrimination and Retaliation

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



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

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

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

## **Discrimination & Harassment Prohibition**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **Policy Against Retaliation**

### **Cooperation/No Retaliation:**

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

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

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

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

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

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

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

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

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

- failure to adequately advise eligible employees of the existence of services or benefits.
- use of criteria or methods of administration that would defeat or substantially impair the accomplishment of program objectives or would more heavily affect members of a protected group.

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

## **Public Health Emergency Whistleblower Policy**

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

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

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

## **Immigration Compliance**

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

## **Application Information**

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

## **Personal Identifying Information**

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

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

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

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



## **Employee Classification**

### **Full-Time Employees**

Full-time employees are employees who are normally scheduled to work at least ~~forty~~thirty (430) hours per week, as determined by the Grand Junction Regional Airport in its sole discretion and are eligible for all Airport offered benefits.

### **Part-Time Employees**

Part-time employees are employees who are normally scheduled to work fewer than ~~forty~~thirty (430) hours per week, as determined by Grand Junction Regional Airport in its sole discretion, are not eligible for benefits except for those required by law.

### **Temporary Employees**

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

### **Exempt Employees**

Exempt employees are exempt from overtime.

### **Non-Exempt Employees**

Non-exempt employees are entitled to overtime pay.

### **Meal and Rest Periods**

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

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

## Grand Junction Regional Airport Benefits

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

### Your Pay

Employees are paid biweekly on Fridays. Employees that do not elect to receive their paycheck by direct deposit should ~~may~~ pick up their own paycheck, ~~or voucher,~~ on the normally scheduled pay day from Human Resources. If the scheduled payday falls on a Sunday or Federal holiday, paychecks will generally be distributed on the preceding business day. Any questions about the amount of your pay or deductions should be brought to the attention of Human Resources ~~or Payroll~~ immediately.

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

### Call Back Pay

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

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

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

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

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

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

Employees s may be asked to provide proof of phone call.

## **Timekeeping Procedures**

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

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

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

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

## **Pay Deductions**

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

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

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

## **Expense Reimbursement**

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

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

## **Garnishments & Support Orders**

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

### **Debts to Employer**

Any employee who fails to satisfy a personal debt to Grand Junction Regional Airport is subject to the amount being deducted from his or her payroll earnings. The employee will have the opportunity to settle the debt before any amounts are deducted from the employee's wages.

### **Court-Ordered Garnishments**

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

### **Federal Tax Levies**

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

### **Support Orders**

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

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

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

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

## Administrative Fees

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

## Paid Time Off

### General Information and Eligibility

Full-time employees accrue Paid Time Off to use for vacations, holidays, ~~medical/dental~~ appointments, personal business, childcare, ~~pregnancies~~, bereavement, family emergencies, to supplement paid sick leave, or for any other valid absence as determined by his/her Department Director. Because the Airport operates on all Federally recognized holidays, employees who take approved leave on a holiday that falls during their regularly scheduled shift must use PTO to cover that time. See additional Holiday Explanation below. Use of PTO to supplement paid sick Leave shall comply with the Paid Sick Leave policy below. Employees that aren't full-time (e.g., part-time) do not accrue PTO, and only accrue Paid Sick Leave. See below.

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

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

### Bi-weekly and Annual Accrual Amounts

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

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## **PTO Accrual Breakdown**

### **Hire Date**

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

#### **~~Years of Service 1-4~~**

~~80.00 Holiday Hours (3.08 Hours per Pay Period)~~

~~163.88 Paid Time Off Hours (6.30 Hours per Pay Period)\_\_\_\_\_~~

#### **~~Years of Service 5-9~~**

~~80.00 Holiday Hours (3.08 Hours per Pay Period)~~

~~189.88 Paid Time Off Hours (7.30 Hours per Pay Period)\_\_\_\_\_~~

#### **~~Years of Service 10 or more~~**

~~80.00 Holiday Hours (3.08 Hours per Pay Period)~~

~~215.88 Paid Time Off Hours (8.30 Hours per Pay Period)~~

### **-Maximum Accumulation of Time Off**

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

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

Employees may not accrue over their maximum accrual limit unless the overage is caused by the Airport and approved by Human Resources and the [CEO/Executive Director](#).

### **PTO and Holidays**

While the Airport does not designate a specific list of recognized holidays, the PTO accrual is intended to cover up to ten holidays per calendar year. This flexible approach allows employees to observe holidays that are personally, culturally, or religiously significant to them, whether federally recognized or not. Employees are encouraged to plan ahead and coordinate with their

supervisors to ensure adequate coverage while observing the holidays of their choice using their accrued PTO.

When a holiday falls on an employee's regularly scheduled day off, no PTO shall be charged or paid for that day. If a holiday falls on an employee's regularly scheduled work week, an employee must request time off from their supervisor and must use accrued PTO hours for the leave.

#### **Observed Holidays—**

<del>New Year's Day</del>	<del>January 1<sup>st</sup></del>
<del>Martin Luther King, Jr. Day</del>	<del>Third Monday in January</del>
<del>President's Day</del>	<del>Third Monday in February</del>
<del>Memorial Day</del>	<del>Last Monday in May</del>
<del>Independence Day</del>	<del>July 4<sup>th</sup></del>
<del>Labor Day</del>	<del>First Monday in September</del>
<del>Columbus Day</del>	<del>Second Monday in October</del>
<del>Veteran's Day</del>	<del>November 11<sup>th</sup></del>
<del>Thanksgiving Day</del>	<del>Fourth Thursday in November</del>
<del>Christmas Day</del>	<del>December 25<sup>th</sup></del>

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

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

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

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

#### **Scheduling Paid Time Off**

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



## **Scheduled Use**

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

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

## **Unscheduled Leave**

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

- Notification: If unable to report to work for any reason, employees shall communicate this fact to their supervisor. Leaving messages with other employees or on voice mail is not acceptable. Failure to call in when absent may result in forfeiture of pay and may result in disciplinary action up to and including termination.
- Verification of Need: The employee may be asked to furnish proof that unscheduled use of PTO was unavoidable. Such proof may be requested from the supervisor, Human Resources, or the [CEO/Executive Director](#).
- Unscheduled Time without Pay: In the event an employee must be off the job on an unscheduled basis and has not accrued Paid Time Off or Paid Sick Leave to cover the absence, he/she may request leave without pay that is subject to approval by the [CEO/Executive Director](#).

## **Payment for PTO at Separation**

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

## **Paid Sick Leave**

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

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

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

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

For purposes of this policy, a family member is defined as another person related by blood, marriage, civil union, or adoption; foster or legal guardianship; or any person whom the employee is responsible for providing or arranging health-related care as defined in the Colorado Healthy Families and Workplaces Act.

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

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

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

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

## **Medical Insurance**

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

Costs of coverage are outlined in the Airport's Benefit Handout and are subject to change. Dependent coverage is also available, for a specific dollar amount each month depending on the

level of coverage chosen. Employee's costs for medical insurance will be processed through payroll deductions.

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

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

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

## **Health Insurance Continuation**

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

## **COBRA**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue medical and dental insurance through COBRA:

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

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

## **Dental and Vision Insurance**

Dental and vision insurance coverage may be available through the Airport for our eligible employees and eligible dependents. Eligibility requirements and costs of coverage are outlined in the Airport's Benefit Handout and are subject to change. Please consult the applicable plan

document for all information regarding eligibility, coverage, and benefits. The plan document ultimately governs your right to benefits.

## **Life Insurance**

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

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

## **Colorado Public Employers Retirement Association**

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

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

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

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

## **PERAPlus 457 Plan**

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

## **Long-Term Disability Insurance**

The Airport Authority provides access to long-term disability insurance coverage for our eligible employees, beginning on the first day of the month after completion of your sixty (60) day

introductory period. Third party providers may provide this coverage directly to you. You are responsible for the entire cost of this insurance. Consult the applicable plan document for all information regarding eligibility, coverage, and benefits. The plan document ultimately governs your entitlement to benefits.

## **Health and Wellness Benefit**

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

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

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

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

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

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

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

## **Training and Educational Assistance**

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

Employees should contact their immediate supervisor before registering for any training or other educational course to learn whether the program will be covered under the Grand Junction Regional Airport's policy. The Grand Junction Regional Airport is not responsible for the payment or reimbursement of any costs or expenses associated with an employee's attendance at a lecture,

training program or other educational program, if the employee fails to receive advanced written authorization and/or the employee fails to successfully complete the course. Employees who leave the Airport within one year of receiving training or educational assistance may be required to reimburse the Airport for some of all the training and educational assistance costs.

## **Civic Duties**

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

### **Jury Duty**

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

### **Witness Duty**

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

### **Voting**

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

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

To the extent that the Family and Medical Leave Act (FMLA) applies, eligible employees may receive a total of 12 workweeks of unpaid leave during any 12-month period. This Act provides for leave in connection with incapacity due to pregnancy, prenatal medical care, or childbirth; the

care of the employee's child after birth or placement for adoption or foster care; the care of a child, spouse, as that term is defined by the FMLA, or parent who has a serious health condition; or serious health condition of the employee that makes the employee unable to perform the employee's job.

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

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

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

### **Military Caregiver Leave**

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

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

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

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

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

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

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

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

The Airport will not interfere with, restrain, or deny the exercise of any right provided under FMLA. The Airport will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for their involvement in any proceeding under or relating to the FMLA.

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

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

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

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

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



## Leave Without Pay Not Covered by FMLA

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

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

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

- The Airport may fill a position formerly held by an employee on leave without pay.
- Fringe benefits shall not accrue during a period of leave without pay not covered by the FMLA, nor will the Airport make any contributions during such period for retirement or group insurance programs. However, the employee may participate in the group insurance programs during such period, provided the employee deposits in advance with the Airport the amounts necessary to cover the total cost of the premiums. Computation of service, for pension purposes other benefit plans, and the effect of leave without pay will be determined in accordance with the provisions of the applicable plan.
- The Airport may make reasonable efforts to reinstate the employee to the same position previously occupied or to a similar position following a leave of absence. The Airport, however, cannot guarantee that the same position or a similar position will be available at the time an employee desires to return to work.
- In the event an employee has been granted leave without pay and the Airport decides to fill the position while the employee is on leave, the employee will be given written notice of the Airport's decision and the option to return to work on a designated date. The designated return to work date shall be no less than two (2) weeks after the date of the notice. This notice will be sent via first class mail to the last official address provided by the employee. The employee shall have one week from the date of the notice to advise the Airport whether he or she will return to work on the designated date. If the employee fails to respond timely or advises the Airport that he or she will not return to work on the designated date, the employee shall be deemed to have resigned from his or her employment with the Airport. The resignation shall be effective the date the employee advises the Airport of his or her intent not to return to work or ten days after the date of the notice, whichever occurs first.

## Bereavement Leave

Our full-time employees are eligible to receive up to three (3) days of unpaid bereavement leave in the event they miss regularly scheduled workdays due to the death or funeral of a member of the employee's immediate family. A full-time employee may also elect to use PTO for this leave.

For this policy, immediate family is defined as:

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

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

## Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of State and Federal laws. You are expected to notify the Grand Junction Regional Airport of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible. In addition, spouses and registered domestic partners of military personnel who are home on leave during a period of military deployment may be qualified for 10 days of unpaid leave.

## Volunteer Firefighter Leave

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

documentation from the fire chief verifying the time, date, and duration of the employee's response.

### **National Guard Leave.**

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

## **Safety & Health**

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### **Accident Reporting and Investigation**

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

This policy requires that all significant "accidents," "incidents," and "occupational diseases" be reported and investigated. Accidents are unexpected, unplanned occurrences that result in injury or harm to people, property, or the environment. Incidents are near accidents that could have resulted in significant injury or harm to people, property, or the environment. An occupational disease is any abnormal condition or disorder caused by exposure to environmental factors directly associated with employment. Occupational diseases include acute and chronic illnesses that are

caused by inhalation, absorption, ingestion, or direct contact. Incident/Accident Report Forms are available from all managers and supervisors. Supervisors must provide all the information requested on the form. Copies of the form must be forwarded to the Human Resources Department as soon as possible.

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

## **Workers' Compensation**

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

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

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

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

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

After the employee begins workers' compensation leave, the weekly benefit may be supplemented by using accrued Sick Leave up to the amount needed to approximate the employee's regular base pay prior to the injury or illness. If the employee exhausts his/her accrued Sick Leave, the employee may use PTO to supplement the weekly benefit. In no event will the compensation of the weekly benefit and the use of accrued Sick Leave and/or PTO exceed the employee's regular

base pay. An employee who chooses to use Sick Leave and/or PTO shall comply with the Airport's Paid Sick Leave and PTO policies. Should the injury be such that the employee is unable to return to work after exhausting all accrued Sick Leave and PTO, the employee will receive workers' compensation payments only.

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

## **WARNING:**

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

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

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

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

### **Treatment:**

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

## **Benefits**

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

## **Contraction of Occupational Disease**

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

## **Alcohol and Drug Policy**

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on Grand Junction Regional Airport property (including parking areas and grounds), or while otherwise performing their work duties away from Grand Junction Regional Airport. This prohibition specifically includes marijuana, whether it is recommended for a medical purpose, or possessed legally under State law. The prohibition also includes other lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

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

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

## **Prescription Drugs**

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

## **Notification of Impairment**

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

## **Who is Tested**

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

## **Discipline**

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

## **Enforcement Policy**

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

## **Investigations/Searches**

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



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

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

# **Grand Junction Regional Airport Rules and Policies**

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## **Grand Junction Regional Airport Policies**

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

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

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

## **Absenteeism and Tardiness**

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

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be

given. In those circumstances, you are expected to notify your supervisor as soon as possible. Ask your department supervisor what acceptable forms of communication they prefer. If you are required to leave work early, you must also personally contact your supervisor.

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

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

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

## **Attitude**

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

## **Bulletin Boards**

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

## **Airport Keys/Entry Cards**

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

## **Airport Relationships Policy**

Grand Junction Regional Airport has adopted this policy in recognition of its responsibility to provide guidelines on and to caution employees of the potential problems posed by romantic and sexual relationships with other employees. These problems include conflicts of interest, interference with the productivity of coworkers, and potential charges of sexual harassment. These

problems can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate position.

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

- Grand Junction Regional Airport prohibits supervisors and managers from engaging in amorous or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such relationship immediately. If such a relationship exists, supervisors and managers are required to take steps to resolve any potential conflict of interest or impropriety created by the relationship.
- All employees must avoid amorous or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.
- All employees are expected to behave in a professional manner and avoid inappropriate displays of affection, etc., in the work environment.

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

## **Airport Vehicles**

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

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

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

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

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

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

The following policy governs the use of all Grand Junction Regional Airport-owned computers, personal computers used for Grand Junction Regional Airport business, e-mail and voice mail systems, and Internet access via Grand Junction Regional Airport computers and/or data lines. Personal computers used for Grand Junction Regional Airport business include laptops or home computers ~~that are~~ may not be connected to the Grand Junction Regional Airport's network on a regular or intermittent basis. Remote network connections are restricted and must be authorized by the CEO. Remote network connections may only be established by a Virtual Private Network (VPN) utilizing the most currently approved connection client, installed by the Airport's IT support provider. For more information on Remote work, please see the Remote Work Agreement or see Human Resources.

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

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

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

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

- Job responsibilities require an employee to be away from regular landline access for extended periods of time and communication by the employee is necessary to fulfill job objectives.
- Cell phone use enhances the employee's personal safety on the job and provides

communication during emergencies.

- The employee's role requires the ability to always conduct two-way communication.

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

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

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

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

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

### **Bring Your Own Device**

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

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

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

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

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

**Wiping a Lost/Stolen/Compromised Device:** In an effort to secure sensitive Grand Junction Regional Airport data, the Grand Junction Regional Airport may delete, or "wipe", all the Grand Junction Regional Airport data stored on a device in the event the device is lost or stolen, or a security breach is detected. "Wiping" Grand Junction Regional Airport data may affect other personal applications and data. The Grand Junction Regional Airport will not be responsible for loss or damage of personal applications or data resulting from the use of Grand Junction Regional Airport applications or the "wiping" of Grand Junction Regional Airport information.

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

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

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

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

"Confidential Information" means information belonging to the Grand Junction Regional Airport,

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

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

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

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

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

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

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

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

**Voice/Data/E-mail Stipend:** The Grand Junction Regional Airport provides eligible employees a monthly stipend equally to the current market value to reimburse employees for the Grand Junction Regional Airport's portion of the voice/data/e-mail cellphone plan. The dollar amount will be evaluated and determined by the Airport Authority annually. Eligible employees are those that are required to carry a cell phone for job related duties and may need to respond to the Airport in emergency situations. The Grand Junction Regional Airport may track the use of



Dual-Use Devices for work purposes to ensure that employees are compensated to the extent the work performed is reasonable and necessary and reimbursement is required by state or federal law.

**Voice Messages and Ring-Back Tones:** Employees must ~~assure~~ensure the highest level of professionalism while utilizing Dual-Use Devices. It is required that all employees utilizing a Dual- Use Device provide for professional voice message recordings and professional ring-back tones.

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

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

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

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

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

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

1. Termination
2. Resignation
3. Administrative Leave

4. Phone Upgrade
5. Phone Replacement

Additionally, should the need arise to retrieve data from any Dual-Use Device for the Grand Junction Regional Airport to comply with litigation holds, internal or regulatory investigations, or record retention obligations, the employee agrees to produce all Dual-Use Devices for physical inspection and preserve the data, and not destroy or alter it, until it can be copied from the Dual-Use Devices.

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

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

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

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

### **Recording Devices**

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

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

Employees are required to refrain from using their handheld devices while driving in connection with their job duties, except as set forth below. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull over to the side of the road, safely stop the vehicle, and put the vehicle in park before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone

else at risk to fulfill business needs. Employees who are driving may not use any electronic wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages under any circumstance.

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

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

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

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

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

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

### **Proper Use**

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

Airport's computers, e-mail, voice mail and Internet systems in violation of these policies will be subject to discipline, up to and including immediate termination.

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

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

may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the Grand Junction Regional Airport's computers, e-mail, and Internet systems without prior authorization.

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

## **Monitoring**

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

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

## **Enforcement**

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

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

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

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

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

### **Enforcement**

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

## **Damage to Property**

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

## **Facsimile and Copy Machines**

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

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

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

## **Gambling**

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

## **Hazardous and Toxic Materials**

If your job requires that you use hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with or the proper safety or disposal procedures to follow, please discuss them with your supervisor before taking any action.

## **Honesty**

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

## **Housekeeping**

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

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

## **Illegal Activity**

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

## **Insubordination**

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

## Media Inquires

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

## Meetings

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

## Misuse of Property

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

## Nepotism Policy

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

## Off-Duty Use of Facilities

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

## Off-Duty Social and Recreational Activities

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



## Outside Employment

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

## Overtime and Work Schedule

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

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

## Parking

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

## Personal Appearance and Behavior

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

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

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

Similarly, all employees are prohibited from reporting to work with visible piercings other than ear piercings with standard gauges. Any employee who has any other piercing that might be visible might be asked to always plug the piercing with a skin-toned or invisible piercing retainer while the employee is working.

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

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

## **Personal Mail**

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

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

## **Personal Telephone Calls and Visits**

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

Personal visits by friends or relatives during work hours can be disruptive to our operations and are strongly discouraged. If you receive a non-business-related visit from a friend or relative, you

must notify your supervisor at the time of your guest's arrival and departure. Non-employees are strictly forbidden from entering unauthorized areas.

## **Personnel Records**

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

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

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

## **Poor Performance**

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

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

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

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

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

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

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

## **Publicity**

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

## **Safety**

It is our policy to promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety

practices and correct or report any unsafe condition to your supervisor. Each employee shall be instructed regarding the Grand Junction Regional Airport's injury prevention program. Each employee is expected to assist Grand Junction Regional Airport in maintaining safe working conditions. Safety is a State of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

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

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

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

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

## **Sleeping**

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

## **Smoking**

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

## Social Media, Social Networking and Web Blogs Policy

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

The Grand Junction Regional Airport respects the rights of all employees to use social media. However, because communications by Grand Junction Regional Airport employees on social media could, in certain situations, negatively impact business operations, customer relations, or create legal liabilities, it is necessary for the Grand Junction Regional Airport to provide these guidelines. For example, there are special requirements applicable to publishing promotional content online. Promotional content is content designed to endorse, promote, sell, advertise, or otherwise support a Grand Junction Regional Airport products or services. These guidelines are intended to address these and other similar matters.

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

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

Employees are prohibited from the following:

- Using or disclosing the Grand Junction Regional Airport's confidential information related to products, production processes, designs, or using or disclosing documents or similar information that has been designated or marked as business sensitive, confidential/private, intellectual property, or business use only. Examples of confidential information include customer information and security-related information, and do not include information related to wages and other personnel issues.
- Using social media to post or to display comments about co-workers, supervisors, customers, vendors, suppliers, or members of management that are vulgar, obscene, physically threatening or intimidating, discriminatory, harassing, or otherwise constitute a violation of the Grand Junction Regional Airport's workplace policies against

discrimination, retaliation, harassment, or hostility on account of any protected category, class, status, act, or characteristic.

- Using Grand Junction Regional Airport trademarks or logos in a manner that would mislead or confuse the public or customers about the source of the Grand Junction Regional Airport's products.
- Posting or displaying content that is an intentional public attack on the quality of the Grand Junction Regional Airport's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Grand Junction Regional Airport's business and reduce its income and is unrelated to any employee concern involving wages, benefits, or conditions of employment.
- Unless authorized and approved by the Grand Junction Regional Airport, disclosing, or publishing any promotional content, as defined above, about the Grand Junction Regional Airport or its products. If content regarding a Grand Junction Regional Airport product or service could be relied on by the public or customers, employees should indicate that their views are their own and do not reflect the views of the Grand Junction Regional Airport.
- Engaging in activities that involve the use of social media that violate other established Grand Junction Regional Airport policies or procedures.
- Using social media while on work time, which is the time employees are engaged in work, unless it is being done for Grand Junction Regional Airport business and with the authorization of the Grand Junction Regional Airport.
- Posting a photograph of a supervisor, manager, vendor, supplier, or customer without their express permission.

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

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

NOTHING IN THIS POLICY IS INTENDED TO UNLAWFULLY RESTRICT AN EMPLOYEE'S RIGHT TO ENGAGE IN ANY OF THE RIGHTS GUARANTEED TO THEM BY § 7 OF THE NATIONAL LABOR RELATIONS ACT, INCLUDING BUT NOT LIMITED TO, THE RIGHT TO ENGAGE IN CONCERTED PROTECTED ACTIVITY FOR THE PURPOSES OF THEIR MUTUAL AID AND/OR PROTECTION. NOTHING IN THIS POLICY

WILL BE INTERPRETED, APPLIED, OR ENFORCED TO INTERFERE WITH, RESTRAIN, OR COERCE EMPLOYEES IN THE EXERCISE OF § 7 RIGHTS.

## **Solicitation - Distribution Policy**

Our main job at Grand Junction Regional Airport is to provide safe and secure facilities and give our customers the best service possible. To allow employees to provide our customers and their jobs with their undivided attention, the solicitation by an employee of another employee for the support of any organization is prohibited during the working time of either employee. In addition, the distribution of advertising materials, handbills or other literature is always prohibited in all working areas and sales areas. E-Mail, facsimile machines, and voice mail may not be used to advertise or solicit employees.

## **Theft**

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

## **Unauthorized Interviews**

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

## **Workplace Violence Policy**

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

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

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



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

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

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

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### **Advancement**

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

### **Performance Evaluations**

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

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

### **Changes in Personnel Records**

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

## **Outside Inquiries Concerning Employees**

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

## **Involuntary Termination**

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

## **Exit Interview**

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

## **To Sum It All Up**

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

## EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have received a copy of the 2025 Grand Junction Regional Airport ("Grand Junction Regional Airport") Employee Handbook and I will familiarize myself with its contents.

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

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

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

Signature \_\_\_\_\_

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

Date \_\_\_\_\_



## **EMPLOYEE HANDBOOK**

**Adopted: May 20, 2015**  
**Revised: November 2022**  
**Revised: June 2024**  
**Revised : January 2025**  
**Revised: September 2025**

# EMPLOYEE HANDBOOK

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## IMPORTANT NOTICE

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

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

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

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

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

# About the Grand Junction Regional Airport

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## History

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

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

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

## Mission

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

## Vision

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

## Core Values

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

## Let's Communicate

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### **Employee Relations Philosophy**

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

### **If You Have a Problem**

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

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

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

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

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

### **Fraud Prevention and Whistleblower Protection**

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

Please refer to the Policy for more detailed information. As part of its Fraud Prevention and Whistleblower Protection Policy, employees may make complaints to the Airport's Whistleblower Hotline. The telephone number for the Whistleblower Hotline is posted in employee break areas, and employees may leave concerns or complaints on an anonymous basis.

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

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

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### **Orientation**

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

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

### **Equal Employment Opportunity**

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

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

### **Equal Pay Policy**

The Airport will not unlawfully discriminate between Employees on the basis of sex, sexual orientation, gender identity, or gender expression (hereinafter collectively referred to as "sex"), including by paying an Employee of one sex a wage rate less than the rate paid to an Employee of a different sex for substantially similar work, except where the wage differential is based on a seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training, or experience

to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed. Accordingly, if you believe that your compensation does not comply with this requirement, please contact Human Resources. Further, the Airport will not seek the wage rate history of a prospective Employee or require disclosure of wage rate or prior benefit information as a condition of employment; rely on a prior wage rate to determine a wage rate; discriminate or retaliate against a prospective Employee for failing to disclose the Employee's wage rate history; discharge or retaliate against an Employee for actions by an Employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an Employee for inquiring about, disclosing, or discussing the Employee's wage rate.

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

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

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

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

## **Requests for Accommodation**

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

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

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

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

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

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

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

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

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

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

## **Discrimination & Harassment Prohibition**

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

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

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

- a. "Age" as used above refers to the age group 40 years of age and above.
- b. "Disability" includes physical and mental disabilities that substantially limit one or more major life activity. Disabled individuals must be otherwise qualified for the job and able to perform essential job functions with or without reasonable accommodations and without causing a direct threat to themselves or others.
- c. "Genetic Information." Genetic information includes: 1) information about a person's genetic tests; 2) information about the genetic tests of that person's family members; 3) a person's family medical history (i.e., the manifestation of a

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

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



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

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

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

**“Unprofessional conduct.”** Conduct that does not rise to the level of harassment may, nevertheless, result in discipline or discharge (e.g., unprofessional or inappropriate conduct). Such conduct includes, but is not limited to sexual advances or propositioning, jokes of a sexual nature, unwelcome comments about someone’s clothing or appearance, intimate stories about one’s sex life, sexually explicit photographs or drawings, and unprofessional or inappropriate treatment toward an individual, no matter whether such conduct is based on a protected classification.

Unprofessional conduct may result in discipline or discharge, regardless of whether it rises to the level of unlawful harassment.

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

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

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

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

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

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

## **Policy Against Retaliation**

### **Cooperation/No Retaliation**

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

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

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

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

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

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

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

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

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

- failure to adequately advise eligible employees of the existence of services or benefits.
- use of criteria or methods of administration that would defeat or substantially impair the accomplishment of program objectives or would more heavily affect members of a protected group.

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

## **Public Health Emergency Whistleblower Policy**

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

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

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

## **Immigration Compliance**

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

## **Application Information**

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

## **Personal Identifying Information**

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

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

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

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

## **Employee Classification**

### **Full-Time Employees**

Full-time employees are employees who are normally scheduled to work at least forty (40) hours per week, as determined by the Grand Junction Regional Airport in its sole discretion and are eligible for all Airport offered benefits.

### **Part-Time Employees**

Part-time employees are employees who are normally scheduled to work fewer than forty (40) hours per week, as determined by Grand Junction Regional Airport in its sole discretion, are not eligible for benefits except for those required by law.

### **Temporary Employees**

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

### **Exempt Employees**

Exempt employees are exempt from overtime.

### **Non-Exempt Employees**

Non-exempt employees are entitled to overtime pay.

### **Meal and Rest Periods**

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

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

## **Grand Junction Regional Airport Benefits**

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

### **Your Pay**

Employees are paid biweekly on Fridays. Employees that do not elect to receive their paycheck by direct deposit may pick up their own paycheck on the normally scheduled pay day from Human Resources. If the scheduled payday falls on a Sunday or Federal holiday, paychecks will generally be distributed on the preceding business day. Any questions about the amount of your pay or deductions should be brought to the attention of Human Resources immediately.

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

### **Call Back Pay**

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

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

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

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

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

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

Employees may be asked to provide proof of phone call.

### **Timekeeping Procedures**

Unless otherwise notified, each employee is required to accurately record his or her hours of work for Grand Junction Regional Airport using a time sheet. You are required to submit the time record promptly following the close of the pay period so that your time record can be reviewed by your

supervisor prior to processing your paycheck for the pay period. Accurately recording all your time is required to be sure that you are paid for all hours worked as required by the wage and hour laws. “Off clock” work time and working outside of your regularly scheduled shift without prior approval is not permitted. “Hours worked” is defined by law as time an employee is subject to the control of an employer and includes all time that an employee is suffered or permitted to work, whether required to do so.

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

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

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

## **Pay Deductions**

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

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

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

## **Expense Reimbursement**

Grand Junction Regional Airport reimburses employees for expenses reasonably incurred on behalf of the Grand Junction Regional Airport and approved in advance by Grand Junction Regional Airport management. All requests for reimbursement should be submitted to your supervisor for consideration. Submission of original receipts are required for all reimbursement requests.



## **Garnishments & Support Orders**

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

### **Debts to Employer**

Any employee who fails to satisfy a personal debt to Grand Junction Regional Airport is subject to the amount being deducted from his or her payroll earnings. The employee will have the opportunity to settle the debt before any amounts are deducted from the employee's wages.

### **Court-Ordered Garnishments**

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

### **Federal Tax Levies**

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

### **Support Orders**

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

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

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

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

## **Administrative Fees**

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

## **Paid Time Off**

### **General Information and Eligibility**

Full-time employees accrue Paid Time Off to use for vacations, holidays, appointments, personal business, childcare, bereavement, family emergencies, to supplement paid sick leave, or for any other valid absence as determined by his/her Department Director. Because the Airport operates on all Federally recognized holidays, employees who take approved leave on a holiday that falls during their regularly scheduled shift must use PTO to cover that time. See additional Holiday Explanation below. Use of PTO to supplement paid sick Leave shall comply with the Paid Sick Leave policy below. Employees that aren't full-time (e.g., part-time) do not accrue PTO, and only accrue Paid Sick Leave. See below.

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

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

### **Bi-weekly and Annual Accrual Amounts**

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

## Maximum Accumulation of Time Off

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

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

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

## PTO and Holidays

While the Airport does not designate a specific list of recognized holidays, the PTO accrual is intended to cover up to ten holidays per calendar year. This flexible approach allows employees to observe holidays that are personally, culturally, or religiously significant to them, whether federally recognized or not. Employees are encouraged to plan ahead and coordinate with their supervisors to ensure adequate coverage while observing the holidays of their choice using their accrued PTO.

When a holiday falls on an employee's regularly scheduled day off, no PTO shall be charged or paid for that day. If a holiday falls on an employee's regularly scheduled work week, an employee must request time off from their supervisor and must use accrued PTO hours for the leave.

## Scheduling Paid Time Off

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

### Scheduled Use

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

Employees should submit a leave request at least four (4) weeks in advance of the use of leave, to the Supervisor or Department Director for approval. The supervisor or Department Director has the option of denying or rescheduling the leave to another date and/or time based upon the

operation needs of the Airport. Every reasonable effort will be made to accommodate the employee's requested Paid Time Off.

### **Unscheduled Leave**

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

- Notification: If unable to report to work for any reason, employees shall communicate this fact to their supervisor. Leaving messages with other employees or on voice mail is not acceptable. Failure to call in when absent may result in forfeiture of pay and may result in disciplinary action up to and including termination.
- Verification of Need: The employee may be asked to furnish proof that unscheduled use of PTO was unavoidable. Such proof may be requested from the supervisor, Human Resources, or the CEO.
- Unscheduled Time without Pay: In the event an employee must be off the job on an unscheduled basis and has not accrued Paid Time Off or Paid Sick Leave to cover the absence, he/she may request leave without pay that is subject to approval by the CEO.

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

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

### **Paid Sick Leave**

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

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

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

- 1) The employee has or is caring for a family member that has a mental or physical illness, injury, or health condition that prevents the employee from working;
- 2) The employee or family member the employee is caring for needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;

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

For purposes of this policy, a family member is defined as another person related by blood, marriage, civil union, or adoption; foster or legal guardianship; or any person whom the employee is responsible for providing or arranging health-related care as defined in the Colorado Healthy Families and Workplaces Act.

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

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

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

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

## **Medical Insurance**

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

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

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

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

The Airport can offer eligible employees the ability to pay for certain insurance coverage with "before tax" dollars rather than "after tax" dollars. As you become eligible for these benefits and

you elect to cover yourself and/or your family, you will become eligible to participate in our Section 125 – Cafeteria Plan. The terms and conditions of the Plan are controlled by the applicable plan document. A plan summary will be made available to you if you enroll for insurance.

## **Health Insurance Continuation**

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

## **COBRA**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue medical and dental insurance through COBRA:

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

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

## **Dental and Vision Insurance**

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

## **Life Insurance**

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

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

## **Colorado Public Employers Retirement Association**

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

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

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

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

### **PERAPlus 457 Plan**

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

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

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

### **Training and Educational Assistance**

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

authorization from their direct supervisor to attend the course and (2) successfully complete the course.

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

## **Civic Duties**

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

### **Jury Duty**

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

### **Witness Duty**

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

### **Voting**

If you would like to vote in a public election, but do not have sufficient time to vote during non-work hours, you may arrange to take time off from work with pay to vote. To receive time off for voting, you must obtain advance approval from your supervisor and must take the time off to vote



either at the beginning or end of your work shift. The Grand Junction Regional Airport reserves the right to request a copy of your voter's receipt following any time off to vote.

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

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

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

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

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

## **Military Caregiver Leave**

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

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

## **Eligibility and Terms of Leave**

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

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

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

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

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

The Airport will not interfere with, restrain, or deny the exercise of any right provided under FMLA. The Airport will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for their involvement in any proceeding under or relating to the FMLA.

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

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

The Airport will maintain equivalent coverage and premium level under the Airport's group health plan for the duration of an employee's FMLA leave. The Airport may recover any benefit premiums paid for the employee if the employee fails to return from leave, unless the failure to

return from leave has resulted from a continuation of a serious health condition or other circumstances beyond the employee's control.

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

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

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

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

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

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

- The Airport may fill a position formerly held by an employee on leave without pay.
- Fringe benefits shall not accrue during a period of leave without pay not covered by the FMLA, nor will the Airport make any contributions during such period for retirement or group insurance programs. However, the employee may participate in the group insurance programs during such period, provided the employee deposits in advance with the Airport the amounts necessary to cover the total cost of the premiums. Computation of service, for pension purposes other benefit plans, and the effect of leave without pay will be determined in accordance with the provisions of the applicable plan.
- The Airport may make reasonable efforts to reinstate the employee to the same position previously occupied or to a similar position following a leave of absence. The Airport, however, cannot guarantee that the same position or a similar position will be available at the time an employee desires to return to work.
- In the event an employee has been granted leave without pay and the Airport decides to fill the position while the employee is on leave, the employee will be given written notice of the Airport's decision and the option to return to work on a designated date. The designated return to work date shall be no less than two (2) weeks after the date of the notice. This notice will be sent via first class mail to the last official address provided by the employee. The employee shall have one week from the date of the notice to advise the Airport whether he or she will return to work on the designated date. If the employee fails to respond timely or advises the Airport that he or she will not return to work on the

designated date, the employee shall be deemed to have resigned from his or her employment with the Airport. The resignation shall be effective the date the employee advises the Airport of his or her intent not to return to work or ten days after the date of the notice, whichever occurs first.

## **Bereavement Leave**

Our full-time employees are eligible to receive up to three (3) days of unpaid bereavement leave in the event they miss regularly scheduled workdays due to the death or funeral of a member of the employee's immediate family. A full-time employee may also elect to use PTO for this leave.

For this policy, immediate family is defined as:

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

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

## **Military Leave of Absence**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of State and Federal laws. You are expected to notify the Grand Junction Regional Airport of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible. In addition, spouses and registered domestic partners of military personnel who are home on leave during a period of military deployment may be qualified for 10 days of unpaid leave.

## **Volunteer Firefighter Leave**

Unpaid volunteer firefighter leave is available to any employee who is a recognized voluntary firefighter. If you are a voluntary firefighter, we encourage you to provide documentation of your status to your manager as soon as possible. An employee who is a volunteer firefighter will not be disciplined for failing to report to work because of an emergency summons if the employee provides a written Statement from the chief of the fire department that the employee's absence was due to the response. An employee who is a volunteer firefighter will not be disciplined for leaving work to respond to an emergency summons if the employee is not essential to the operation of

daily business, the employee has previously received written documentation from the fire chief notifying the employer of the employee's status as a volunteer firefighter, the emergency is within the response area of the employee's fire department and is of such magnitude that the emergency summons issued requires all firefighters to respond, and the employee later provides documentation from the fire chief verifying the time, date, and duration of the employee's response.

## **National Guard Leave**

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

## **Safety & Health**

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### **Accident Reporting and Investigation**

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

This policy requires that all significant "accidents," "incidents," and "occupational diseases" be reported and investigated. Accidents are unexpected, unplanned occurrences that result in injury or harm to people, property, or the environment. Incidents are near accidents that could have resulted in significant injury or harm to people, property, or the environment. An occupational

disease is any abnormal condition or disorder caused by exposure to environmental factors directly associated with employment. Occupational diseases include acute and chronic illnesses that are caused by inhalation, absorption, ingestion, or direct contact. Incident/Accident Report Forms are available from all managers and supervisors. Supervisors must provide all the information requested on the form. Copies of the form must be forwarded to the Human Resources Department as soon as possible.

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

## **Workers' Compensation**

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

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

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

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

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

After the employee begins workers' compensation leave, the weekly benefit may be supplemented by using accrued Sick Leave up to the amount needed to approximate the employee's regular base pay prior to the injury or illness. If the employee exhausts his/her accrued Sick Leave, the

employee may use PTO to supplement the weekly benefit. In no event will the compensation of the weekly benefit and the use of accrued Sick Leave and/or PTO exceed the employee's regular base pay. An employee who chooses to use Sick Leave and/or PTO shall comply with the Airport's Paid Sick Leave and PTO policies. Should the injury be such that the employee is unable to return to work after exhausting all accrued Sick Leave and PTO, the employee will receive workers' compensation payments only.

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

## **WARNING:**

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

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

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

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

## **Treatment**

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



## **Benefits**

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

## **Contraction of Occupational Disease**

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

## **Alcohol and Drug Policy**

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on Grand Junction Regional Airport property (including parking areas and grounds), or while otherwise performing their work duties away from Grand Junction Regional Airport. This prohibition specifically includes marijuana, whether it is recommended for a medical purpose, or possessed legally under State law. The prohibition also includes other lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

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

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

## **Prescription Drugs**

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

## **Notification of Impairment**

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

## **Who is Tested**

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

## **Discipline**

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

## **Enforcement Policy**

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

## **Investigations/Searches**

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

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

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

# **Grand Junction Regional Airport Rules and Policies**

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## **Grand Junction Regional Airport Policies**

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

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

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

## **Absenteeism and Tardiness**

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

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

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

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

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

## **Attitude**

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

## **Bulletin Boards**

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

## **Airport Keys/Entry Cards**

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

## **Airport Relationships Policy**

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

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

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

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

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

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

## **Airport Vehicles**

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

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

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

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

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

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

The following policy governs the use of all Grand Junction Regional Airport-owned computers, personal computers used for Grand Junction Regional Airport business, e-mail and voice mail systems, and Internet access via Grand Junction Regional Airport computers and/or data lines. Personal computers used for Grand Junction Regional Airport business include laptops or home computers may not be connected to the Grand Junction Regional Airport's network on a regular or intermittent basis. Remote network connections are restricted and must be authorized by the CEO. Remote network connections may only be established by a Virtual Private Network (VPN) utilizing the most currently approved connection client, installed by the Airport's IT support provider. For more information on Remote work, please see the Remote Work Agreement or see Human Resources.

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

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

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

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

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

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

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

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

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

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

### **Bring Your Own Device**

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

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

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

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

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

**Wiping a Lost/Stolen/Compromised Device:** In an effort to secure sensitive Grand Junction Regional Airport data, the Grand Junction Regional Airport may delete, or “wipe”, all the Grand Junction Regional Airport data stored on a device in the event the device is lost or stolen, or a security breach is detected. “Wiping” Grand Junction Regional Airport data may affect other personal applications and data. The Grand Junction Regional Airport will not be responsible for loss or damage of personal applications or data resulting from the use of Grand Junction Regional Airport applications or the “wiping” of Grand Junction Regional Airport information.

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

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

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

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

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



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

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

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

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

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

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

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

**Voice/Data/E-mail Stipend:** The Grand Junction Regional Airport provides eligible employees a monthly stipend equally to the current market value to reimburse employees for the Grand Junction Regional Airport's portion of the voice/data/e-mail cellphone plan. The dollar amount will be evaluated and determined by the Airport Authority annually. Eligible employees are those that are required to carry a cell phone for job related duties and may need to respond to the Airport in emergency situations. The Grand Junction Regional Airport may track the use of

Dual-Use Devices for work purposes to ensure that employees are compensated to the extent the work performed is reasonable and necessary and reimbursement is required by state or federal law.

**Voice Messages and Ring-Back Tones:** Employees must ensure the highest level of professionalism while utilizing Dual-Use Devices. It is required that all employees utilizing a Dual- Use Device provide for professional voice message recordings and professional ring-back tones.

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

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

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

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

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

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

1. Termination
2. Resignation
3. Administrative Leave

4. Phone Upgrade
5. Phone Replacement

Additionally, should the need arise to retrieve data from any Dual-Use Device for the Grand Junction Regional Airport to comply with litigation holds, internal or regulatory investigations, or record retention obligations, the employee agrees to produce all Dual-Use Devices for physical inspection and preserve the data, and not destroy or alter it, until it can be copied from the Dual-Use Devices.

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

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

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

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

### **Recording Devices**

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

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

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

wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages under any circumstance.

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

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

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

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

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

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

### **Proper Use**

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

Airport's computers, e-mail, voice mail and Internet systems in violation of these policies will be subject to discipline, up to and including immediate termination.

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

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

may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the Grand Junction Regional Airport's computers, e-mail, and Internet systems without prior authorization.

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

## **Monitoring**

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

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

## **Enforcement**

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

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

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

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

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

### **Enforcement**

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

## **Damage to Property**

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

## **Facsimile and Copy Machines**

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

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

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

## **Gambling**

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

## **Hazardous and Toxic Materials**

If your job requires that you use hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with or the proper safety or disposal procedures to follow, please discuss them with your supervisor before taking any action.

## **Honesty**

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

## **Housekeeping**

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

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

## **Illegal Activity**

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

## **Insubordination**

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



## **Media Inquires**

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

## **Meetings**

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

## **Misuse of Property**

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

## **Nepotism Policy**

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

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

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

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

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

## **Outside Employment**

If you have or need a second job that could create a potential conflict of interest e.g., for example, working for a competitor, you are required to obtain written approval, in advance, from the CEO.

## **Overtime and Work Schedule**

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

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

## **Parking**

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

## **Personal Appearance and Behavior**

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

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

All employees are prohibited from reporting to work with any vulgar, offensive, profane, discriminatory, or like visible tattoos on their skin. Additionally, facial tattoos of any kind are prohibited. Any employee who has a tattoo that would be considered vulgar, offensive, profane,

or discriminatory must completely cover the tattoo while the employee is working. Employees should keep this rule in mind when considering potential new tattoos.

Similarly, all employees are prohibited from reporting to work with visible piercings other than ear piercings with standard gauges. Any employee who has any other piercing that might be visible might be asked to always plug the piercing with a skin-toned or invisible piercing retainer while the employee is working.

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

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

## **Personal Mail**

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

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

## **Personal Telephone Calls and Visits**

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

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

## **Personnel Records**

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

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

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

## **Poor Performance**

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

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

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

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

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

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

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

## **Publicity**

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

## **Safety**

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

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

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

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

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

## **Sleeping**

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

## **Smoking**

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

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

This policy governs employee use of social media, including any online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites including, but not limited to, Facebook, MySpace, Digg, Flickr, Twitter,

LinkedIn, and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy.

The Grand Junction Regional Airport respects the rights of all employees to use social media. However, because communications by Grand Junction Regional Airport employees on social media could, in certain situations, negatively impact business operations, customer relations, or create legal liabilities, it is necessary for the Grand Junction Regional Airport to provide these guidelines. For example, there are special requirements applicable to publishing promotional content online. Promotional content is content designed to endorse, promote, sell, advertise, or otherwise support a Grand Junction Regional Airport products or services. These guidelines are intended to address these and other similar matters.

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

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

Employees are prohibited from the following:

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

- Posting or displaying content that is an intentional public attack on the quality of the Grand Junction Regional Airport's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Grand Junction Regional Airport's business and reduce its income and is unrelated to any employee concern involving wages, benefits, or conditions of employment.
- Unless authorized and approved by the Grand Junction Regional Airport, disclosing, or publishing any promotional content, as defined above, about the Grand Junction Regional Airport or its products. If content regarding a Grand Junction Regional Airport product or service could be relied on by the public or customers, employees should indicate that their views are their own and do not reflect the views of the Grand Junction Regional Airport.
- Engaging in activities that involve the use of social media that violate other established Grand Junction Regional Airport policies or procedures.
- Using social media while on work time, which is the time employees are engaged in work, unless it is being done for Grand Junction Regional Airport business and with the authorization of the Grand Junction Regional Airport.
- Posting a photograph of a supervisor, manager, vendor, supplier, or customer without their express permission.

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

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

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



## **Solicitation - Distribution Policy**

Our main job at Grand Junction Regional Airport is to provide safe and secure facilities and give our customers the best service possible. To allow employees to provide our customers and their jobs with their undivided attention, the solicitation by an employee of another employee for the support of any organization is prohibited during the working time of either employee. In addition, the distribution of advertising materials, handbills or other literature is always prohibited in all working areas and sales areas. E-Mail, facsimile machines, and voice mail may not be used to advertise or solicit employees.

## **Theft**

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

## **Unauthorized Interviews**

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

## **Workplace Violence Policy**

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

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

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

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

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

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

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### **Advancement**

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

### **Performance Evaluations**

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

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

### **Changes in Personnel Records**

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

### **Outside Inquiries Concerning Employees**

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

## **Involuntary Termination**

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

## **Exit Interview**

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

## **To Sum It All Up**

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

## EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have received a copy of the 2025 Grand Junction Regional Airport (“Grand Junction Regional Airport”) Employee Handbook and I will familiarize myself with its contents.

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

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

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

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

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

TOPIC:	Airport Capital Improvement Program Manager – Recommendation of Award and Contract Approval		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Accept the recommendation of award and authorize the Chief Executive Officer to sign a contract for the Airport Capital Improvement Program, Program Manager to Garver, LLC.		
SUMMARY:	<p>GJRAA has an ambitious Airport Capital Improvement Program (CIP) of over \$200 million, the highlight of which is the runway replacement program. The GJRAA uses a manager with strong civil engineering and airport project expertise to oversee the CIP. In addition to having expanded subject matter expertise, using a consultant for this role instead of a staff member provides financial flexibility to scale the role up or down depending on needs, and has allowed a portion of the project management costs to be funded through the Airport Improvement Program Grants.</p> <p>Garver has served in the ACIP role since 2020 and GJRAA has been extremely happy with this partnership. To maintain eligibility for FAA projects, all engineering and planning services must be bid out every five years, therefore a request for qualifications was issued in August to meet this requirement.</p> <p>Garver was the only respondent to the RFQ which was not unexpected or concerning given the the fact that we are in the middle of the runway replacement program and the success to date of the program team. The Statement of Qualifications submitted by Garver met all required criteria and staff recommend Garver for award of the ACIP contract.</p> <p>While this contract authorizes Garver to continue in this role, each project will have an individually negotiated scope of work and fees will be evaluated for reasonableness and subject to approval by the FAA for any grant funded projects.</p>		
REVIEWED BY:	Chief Executive Officer and Legal Counsel, Dan Reimer		
FISCAL IMPACT:	TBD on a Project by Project Basis		
ATTACHMENTS:	Professional Services Agreement with Garver		
STAFF CONTACT:	Sarah Menge <a href="mailto:smenge@gjairport.com">smenge@gjairport.com</a> (970) 248-8584		

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY  
PROGRAM MANAGER  
PROFESSIONAL SERVICES AGREEMENT**

This PROGRAM MANAGER PROFESSIONAL SERVICES AGREEMENT (the “Agreement”) is entered into between the GRAND JUNCTION REGIONAL AIRPORT AUTHORITY (the “Authority”), a political subdivision of the State of Colorado, having an address of 2828 Walker Field Drive, Suite 301, Grand Junction, Colorado 81506, and GARVER, LLC (“Consultant”), an Arkansas limited liability company authorized to conduct business in the State of Colorado, (individually a “Party”, collectively the “Parties”) as of October 1, 2025 (the “Effective Date”).

**1. Scope of Services**

1.1. The Authority hereby retains the Consultant to provide program management consulting services related to capital projects at the Grand Junction Regional Airport (the “Airport”). Consultant is retained in support of the following list of Airport projects and those projects that are reasonably related to the listed projects and/or mutually agreed upon by the Parties as provided herein (collectively the “Projects”):

- New Runway 11/29 Design and Construction
- Implementation of the Airport Development Plan
- Earthwork and Stormwater Infrastructure
- NAVAID Design and Construction
- Airfield Fencing
- Hangar Design and Construction
- General Aviation Development
- Cargo Facility Design and Construction
- Air Traffic Control Tower Improvements
- Access Roadway and Vehicle Service Road Improvements
- Terminal Improvements and Expansion
- Parking and Ground Transportation Facility Improvements
- Rental Car Facility Improvements and Construction

1.2. The Consultant further agrees to provide the Authority with those consulting services described in the Airport Program Manager Request for Qualifications attached hereto as **Exhibit A**, and Consultant’s Statement of Qualifications, attached hereto as **Exhibit B**, and incorporated herein by this reference (collectively the “Services”).

1.3. Consultant represents that it has the requisite authority, capacity, experience, and skill to perform the Services in connection with the Projects in compliance with the provisions of this Agreement and agrees to perform the Services on the terms and conditions set forth herein and to furnish deliverables free of negligent errors or omissions.

1.4. Services will be provided in accordance with mutually agreed upon task orders and amendments to this Agreement as provided in Section 2 of this Agreement. Consultant agrees to timely and professionally complete, furnish and pay all costs related to the Services, including any related taxes assessed against Garver's net income and employment taxes assessed against the wages of Garver's personnel, and to furnish all labor, supplies and materials and everything else reasonably necessary to complete the same, unless specifically provided to the contrary elsewhere in this Agreement or an amendment hereto.

1.5. Nothing herein shall prohibit the Authority from (a) contracting with other consultants, including engineering or planning firms, for services on projects not included or listed above; (b) releasing another solicitation for the Services or similar services on the Projects or similar projects; (c) contracting with other consultants with respect to the Projects upon the expiration or termination of this Agreement; or (d) determining that some or all of the above-described Projects will not be undertaken. This Agreement shall not be construed to guarantee any work for Consultant, either on the Projects or otherwise, and Authority reserves the right to award any Airport consulting services to another firm without terminating this Agreement.

## **2. Compensation and Amendments**

2.1. Services to be performed under this Agreement shall be authorized and performed via execution of mutually agreed upon amendments to this Agreement. These amendments may be labelled as "task orders" and shall be consecutively numbered to aid in reporting and accounting.

2.2. Compensation for Services shall be on a Fixed Lump-Sum basis, a Cost-Plus-a-Fixed-Fee basis (Not to Exceed (NTE)), or a reimbursable basis as mutually agreed upon by the Parties. The amendments issued under the Agreement shall specifically identify the Project and Services, the type of compensation, the circumstances under which compensation may exceed an agreed-upon amount, the schedule and deadlines for deliverables, the applicable rates, and the reimbursable expenses, but shall otherwise be subject to all terms and conditions of this Agreement.

2.3. The Authority assumes no liability to compensate the Consultant for work performed by the Consultant or its subcontractors that is not explicitly authorized by the Authority via an amendment. In the event of required modifications to the scope of Services for a particular amendment which are material in nature, the parties will negotiate an equitable adjustment in the cost and/or schedule.

2.4. For performance of the Services described in each Fixed Lump-Sum amendment, Authority shall pay the Fixed Lump-Sum set forth in such amendment in monthly increments over the period of performance of the Services, based on percentage completed unless other specific payment schedules are mutually agreed to and set forth in the amendment.

2.5. For performance of the Services described in each Cost-Plus-a-Fixed-Fee NTE amendment, Authority shall pay Consultant the rates for the applicable individual performing the services times the number of hours employed on a specific Project. The rates are identified on **Exhibit C**, Established Hourly Rate Schedule, and hereby incorporated by reference. The rates set forth in **Exhibit C** are subject to annual revision by the Consultant, as approved by the Authority.

2.6. Expenses for Fixed Lump-Sum or Cost-Plus-a-Fixed-Fee NTE projects shall be reimbursed by Authority as identified in the amendment.

2.7. Consultant shall submit timely invoices to the Authority for Services authorized by an amendment hereto. The Authority shall pay Consultant for approved invoices once funds are available from the funding agency or, if federal financial assistance is not authorized, no later than sixty (60) days after receipt of the invoice. If the Authority disputes any portion of an invoice, it shall not be relieved of the responsibilities of paying the undisputed portion thereof.

### **3. Consultant Obligations**

3.1. Consultant shall identify a Project Manager and any other key personnel in the first amendment hereto and shall substitute such Project Manager and key personnel only with the Authority's express approval in a subsequent amendment or by other writing signed by the Airport Executive Director.

3.2. The Consultant shall comply with the Airport rules and regulations and any and all other applicable requirements when performing Services at the Airport.

3.3. Consultant shall be responsible for employing adequate safety measures and taking all actions reasonably necessary to protect the life, health and safety of the Consultant and its employees, contractors, and subcontractors as well as the public, while working on the Airport. Nothing the Authority may do, or fail to do, with respect to safety shall relieve Consultant of this responsibility. Consultant is responsible for providing all required personal protective equipment for its employees. Consultant is responsible for ensuring Consultant and its employees, contractors, and subcontractors are properly trained in the areas of safety that pertain to the Projects and Services.

3.4. In performing the Services, personnel of Consultant may have access to certain information called Sensitive Security Information ("SSI"), which is protected by federal statutes and regulations. Personnel of Consultant may also create and maintain records that contain SSI. Consultant and personnel assigned to work under this Agreement are subject to the duties and requirements imposed by 49 C.F.R. Part 1520, entitled "Protection of Sensitive Security Information." As such, personnel of Consultant may not publicly disclose SSI in any context, including during litigation or pursuant to a state open records act request, without the advance approval of the Transportation Security Administration ("TSA"), as provided in 49 C.F.R. Part



1520. Consultant shall take all appropriate measures to protect such information that may come into its possession as a result of this Agreement.

3.5. In addition to the clauses set forth herein, the Federal Contract Provisions of the annexed **Exhibit D** are incorporated by reference as if full set forth in the body of this Agreement. The terms "Contractor", "Offeror", "Applicant" and "Successful Bidder" as used in **Exhibit D** shall refer to the Consultant. In the event of conflict between the terms and conditions of **Exhibit D** and the body of this Agreement, the term and conditions of **Exhibit D** shall control. In the event the FAA changes any of the Federal Contract Provisions, the Parties shall incorporate the change in an amendment hereto.

#### **4. Authority Obligations**

4.1. The Authority shall make available to the Consultant all technical data that is in the Authority's possession including maps, surveys, property descriptions, borings, and other information required by the Consultant and relating to the Projects and Services authorized by amendments hereto. The Consultant may reasonably rely upon such Authority provided information, unless otherwise indicated in writing by the Authority. If, during the performance of the Services, Consultant discovers a conflict, apparent error, ambiguity, omission, inconsistency, or discrepancy between Authority provided technical data and observed field conditions, Consultant shall promptly report it to the Authority in writing. Should the parties determine that Consultant must field test, update, validate or use other means to confirm such technical data, Consultant shall be entitled to an equitable adjustment in compensation under the applicable Amendment.

4.2. The Authority agrees to cooperate with the Consultant in the timely review and approval of all plans and specifications, or, should the Authority disapprove of any part of said plans and specifications, shall make a timely decision in order that no undue expense will be incurred by the Consultant because of delay. If the Consultant is caused to incur other expenses such as extra drafting, due to changes ordered by the Authority after completion and approval of the plans and specifications, the Consultant shall be paid for such extra expenses and services involved provided that the Consultant has provided reasonable notice to the Authority of the potential for increased costs.

4.3. The Authority shall pay publishing costs for advertisements of notices, public hearings, requests for bids, and other similar items, and further shall pay for all permits and licenses that may be required by local, state, or federal authorities, provided however that Consultant shall be responsible for timely identification of the need for the same in connection with any Project.

4.4. The Authority shall arrange for access to and make all provisions for Consultant to enter upon Airport property as required for Consultant to perform the Services. The Authority may issue security badges and/or keys to Consultant and subcontractor personnel requiring unescorted

access to the Airport Secured Area, upon the completion of required background checks; provided that Consultant shall assume full responsibility for any such security badges and keys.

4.5. The Authority shall give prompt written notice to Consultant whenever Authority observes or otherwise becomes aware of any development that affects the scope or timing of Consultant's Services, or any defect in the work of Consultant, provided that nothing herein shall impose upon the Authority a duty to observe, supervise or inquire into any such services or work.

## **5. Insurance**

5.1. The Consultant shall procure and maintain at its expense during the effective period of this Agreement the following insurance from insurance companies authorized to do business in Colorado, covering all operations and Services under this Agreement performed by Consultant.

5.1.1. Worker's Compensation Insurance in amounts not less than \$1,000,000 per occurrence and in accordance with the provisions of the Colorado Workers' Compensation Act.

5.1.2. Commercial General Liability in amounts not less than \$2,000,000 combined single limit per occurrence and \$4,000,000 aggregate including bodily injury, personal injury, and property damage as provided in standardized commercial general liability policy form CG0001.

5.1.3. Automobile Liability, Bodily Injury and Property Damage with a limit of \$1,000,000 per occurrence, combined single limit including owned, hired and non-owned autos.

5.1.4. Professional Liability Insurance in amounts not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

5.2. Consultant shall furnish to the Authority a certificate, or certificates, of insurance showing compliance with this section. The certificate(s) shall provide that the insurance shall not be cancelled unless ten (10) days written notice shall have been given to the Authority.

5.3. Consultant agrees to include the insurance requirements commensurate with the scope of services agreed upon within all subcontracts.

## **6. Standard of Care**

6.1. Consultant warrants and agrees that the Services performed by it hereunder will be in accordance with that degree of care and skill ordinarily exercised by members of the consulting profession in performing services of a similar nature for similar projects existing as of the date that such services are performed.

6.2. Except as expressly provided in this Agreement, Consultant does not make, give or extend any warranties, representations or guarantees of any kind or nature, express or implied concerning the transaction which is the subject of this Agreement or any amendments hereto.

## **7. Construction Cost Opinion**

7.1. An opinion of probable construction costs prepared by the Consultant represents Consultant's judgment as a design professional and is supplied for Authority's guidance. Since the Consultant has no control over the cost of labor and material, or over competitive bidding or market conditions, the Consultant does not guarantee the accuracy of its opinion as compared to contractor bids or actual cost to the Authority.

## **8. Force Majeure**

Any delay or failure of either party in the performance of its required obligations hereunder shall be excused if and to the extent caused by acts of God, war, riot, strike, fire, storm, flood, windstorm, discovery or uncovering of hazardous or toxic materials or causes beyond the reasonable control of such party, provided that prompt written notice of such delay or suspension, and the reasons therefore, are given by the delayed party to the other party. Upon receipt of said notice, if necessary, the time for performing shall be extended for a period of time reasonably necessary to overcome the effect of such delays, but the delayed party shall continue to perform to the extent its performance is not so delayed. In an event of force majeure, the delayed party shall be reimbursed for the cost of such delays, but shall make all reasonable attempts to mitigate and reduce such costs.

## **9. Term, Breach, and Termination**

9.1. Term. This Agreement shall become effective upon the Effective Date and will remain in effect for a period of five (5) years, until September 30, 2030, or sooner terminated in accordance with this section.

### **9.2. Breach of Agreement by Consultant**

9.2.1. Any violation or breach of terms of this Agreement on the part of the Consultant or its subcontractors may result in the suspension or termination of this Agreement or such other action that may be necessary to enforce the rights of the Parties.

9.2.2. Authority will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the Agreement. Authority reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or the Authority elects to terminate the Agreement. The Authority's notice will identify a specific date by which the Consultant must correct the breach. Authority may proceed with termination of the

Agreement if the Consultant fails to correct the breach by the deadline indicated in the Authority's notice.

9.2.3. In no event will inaction on the Authority's part constitute a waiver of its right to notify the Consultant of any violation or breach of this Agreement, pursue any available remedies, or terminate this Agreement.

### 9.3. Termination

9.3.1. The Authority may, by written notice to the Consultant, terminate this Agreement for its convenience or for an uncured breach by the Consultant, following seven (7) business days' opportunity to cure. Upon receipt of the notice of termination, except as explicitly directed by the Authority, the Consultant must immediately discontinue all Services affected.

9.3.2. Upon termination of this Agreement and payment for undisputed Services, the Consultant must deliver to the Authority all reproducible data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials required to be delivered under the respective task order by the Consultant under this Agreement, whether complete or partially complete.

9.3.3. Authority agrees to pay the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice and deemed acceptable and usable by the Authority. Compensation will not include anticipated profit on non-performed Services.

9.3.4. Authority further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### 9.4. Termination by Consultant for Cause

9.4.1. The Consultant may terminate this Agreement in whole or in part, if the Authority: (a) defaults on its obligations under this Agreement; (b) fails to make payment to the Consultant in accordance with the terms of this Agreement; or (c) suspends a Project for more than 180 days beyond a deadline agreed to by the Authority and Consultant due to reasons beyond the control of the Consultant.

9.4.2. The Consultant must provide the Authority seven (7) days advance written notice of its intent to terminate this Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this Agreement.

9.4.3. Upon receipt of a notice of termination from the Consultant, the Authority agrees to cooperate with Consultant for the purpose of terminating this Agreement or portion thereof, by mutual consent. If Authority and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any

rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Authority's breach of this Agreement.

9.4.4. In the event of termination due to Authority breach, the Consultant is entitled to invoice the Authority and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. The Authority agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

#### **10. Liability**

Consultant hereby covenants and agrees to indemnify, save, and hold harmless the Authority, its officers, employees, and agents from any and all third party tort claims arising from or out of any negligent act or omission or other tortious conduct of Consultant, its officers, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

#### **11. Governmental Immunity Act**

No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq.

#### **12. Severability**

The provisions of the Agreement are severable and, if any provision shall be determined to be illegal or unenforceable, such determination shall in no manner affect any other provision hereof, and the remainder of this Agreement shall remain in full force and effect, provided however, that the intention and essence of this Agreement may still be accomplished and satisfied. In the event that any provision of the Agreement is held to be unenforceable or invalid by any court or competent jurisdiction, Consultant and Authority shall negotiate an equitable adjustment in the provisions of this Agreement to preserve the purpose of the Agreement and maintain the allocation or risk, liabilities and obligations originally agreed upon.

#### **13. Governing Law**

This Agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Colorado. Any lawsuit related to or arising out of disputes under this Agreement shall be commenced and tried in Mesa County, Colorado. Prior to, and as a condition of seeking judicial relief, the Consultant shall submit a written petition to the Airport Executive Director identifying the specific dispute and the Consultant's position, and the Airport Executive Director shall thereafter make a timely finding and proposed resolution of the dispute.

#### **14. Entire Agreement**

This Agreement, and any amendments subsequently entered into pursuant to Section 2 above, constitutes the entire Agreement between the parties and the terms and conditions hereof were negotiated between the parties on an arms-length basis and no obligation or covenant of good faith or fair dealing shall be implied or interpreted as conferring upon either party any right, duty, obligation or benefit other than expressly set forth herein. No modifications or amendments to this Agreement shall be valid unless agreed to by the parties in writing and signed by their authorized representatives. Consultant shall not assign, or this Agreement, its obligations, or interest therein, without the written consent of the Authority. Any transfer in violation of this Article shall be void. The Authority may assign this Agreement to any successor public or private entity with delegated authority over the governance, management and operation of the Airport.

#### **15. Delivery of Documents and Data and Use by the Parties**

15.1. Limit Use to Hard Copies. As a component of the Services provided under this Agreement, Consultant shall deliver electronic copies of all documents and data (the “Electronic Files”) in addition to printed copies (the “Hard Copies”) for the convenience of the Authority. Authority and its consultants, contractors and subcontractors may only rely on the Hard Copies furnished by Consultant to Authority. If there is any discrepancy between any Electronic File and the corresponding Hard Copy, the Hard Copy controls.

15.2. Acceptance Procedure. Authority acknowledges that Electronic Files can be altered or modified without Consultant’s authorization, can become corrupted and that errors can occur in the transmission of such Electronic Files. Authority agrees that it will institute procedures to preserve the integrity of the Electronic Files received from the Consultant until acceptance. Authority further agrees that it will review the Electronic Files immediately upon the receipt and conduct acceptance test within thirty (30) days, after which period Authority shall be deemed to have accepted the Electronic Files as received. Consultant will undertake commercially reasonable efforts to correct any errors in the Electronic Files within the 30-day acceptance by Authority.

15.3. Ownership of Data and Documents. The original drawings, plans, specifications, inspection reports and other deliverables, whether in written or electronic format, shall become the property of the Authority as soon as payment for the same has been completed, including payment made pursuant to this Agreement. The Authority may use such documents and data in any manner without limitation or liability to the Consultant.

15.4. Reuse by Consultant. The Consultant may retain copies of documents and data and may use the same on behalf of the Authority in connection with the Projects, this Agreement or any future agreement between the Parties in connection with the Airport. In no event shall the Consultant use documents or data generated hereunder for any use unrelated to this Agreement,

the Authority or the Airport, including without limitation for purposes of marketing Consultant's services to other prospective clients, without the Authority's express written permission.

**16. Covenant Against Contingent Fees**

Consultant affirms that it has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement.

**17. Notices**

Any notice given pursuant to this Agreement other than which is specifically permitted to be given in some other fashion shall be in writing and shall be delivered by hand, by overnight courier providing evidence of delivery, or by registered or certified mail, postage prepaid, return receipt requested and addressed as follows:

If to Authority:           Grand Junction Regional Airport Authority  
                                  2828 Walker Field Dr, Suite 301  
                                  Grand Junction, Colorado 81506

If to Consultant:       Garver, LLC  
                                  188 Inverness Drive W., Suite 500  
                                  Englewood, CO 80112

Notice shall be deemed given when delivered, if hand-delivered by courier or nationally recognized overnight express service such as Federal Express, or two days after the date indicated on the postmark if sent by U.S. Mail, certified mail, return receipt requested. Either party may change its address to which notices shall be delivered or mailed by giving notice of such change as provided above.

**18. Binding Effect**

This Agreement shall inure to the benefit of and shall be binding upon Authority, Consultant and their respective successors and assigns, if such assignment shall have been made in conformity with the provisions of this Agreement.

**19. No Partnership**

This Agreement shall not be deemed or construed to create any relationship of joint venture or partnership between the parties.

**20. Independent Contractor**

The parties agree that the Consultant shall be an independent contractor and shall not be an employee, agent, or servant of the Authority. Consultant is not entitled to workers' compensation benefits from the Authority and is obligated to pay federal and state income tax on any money earned pursuant to this Agreement.

**21. Descriptive Headings**

The descriptive headings of the sections of this Agreement are inserted for convenience of reference only, do not constitute a part of this Agreement, and shall not affect the meaning, construction, interpretation or effect of this Agreement.

**22. Limitation of Benefit**

This Agreement does not create in or bestow upon any person or entity not a party to this Agreement any right, privilege or benefit unless expressly provided herein. This Agreement does not in any way represent, nor should it be deemed to imply, any standard of conduct to which the parties expect to conform their operations in relation to any person or entity not a party.

**23. Authority**

Each person signing this Agreement, and any addendums or attachments hereto, represents and warrants that said person is fully authorized to enter and execute this Agreement and to bind the Party it represents to the terms and conditions hereof.

**24. Subordination**

This Agreement shall be subordinate to the provisions of any existing or future agreements between the Authority and the United States, relative to the development or improvement of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport. This Agreement further shall be subordinate to the terms and conditions of the Authority Bond Resolution and, in the event of a conflict between this Agreement and the Bond Resolution, the Bond Resolution shall control.

**25. Limitation of Liability**

Notwithstanding any provision to the contrary herein, Consultant's (including its subconsultants, agents, assignees, affiliates and vendors) total aggregate liability under this Agreement, including liability for any special, consequential, indirect, punitive, exemplary, or incidental damages, but excluding liability as result of gross negligence defined as intentional and reckless acts, shall be limited to thirty million dollars (\$30,000,000.00).




IN WITNESS WHEREOF, the parties hereto have affixed their signatures this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2025.

AUTHORITY:  
GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY

By: \_\_\_\_\_  
Angela Padalecki, Chief Executive Officer

CONSULTANT:

By:   
Colin Bible (Sep 11, 2025 15:48:07 MDT)

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

**EXHIBIT A**  
**PROGRAM MANAGER REQUEST FOR QUALIFICATIONS**



2828 Walker Field Dr  
Grand Junction, CO 81506

## Request for Qualifications

### Airport Capital Improvement Program Program Manager

## Schedule of Events

RFQ Issued	August 8, 2025	
Deadline to Submit Questions	August 22, 2025	
Response to Written Questions	August 27, 2025	
SOQs due	September 5, 2025	4:00pm MDT

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## **I. OBJECTIVE AND BACKGROUND**

The Grand Junction Regional Airport Authority (“Authority”) hereby solicits Statements of Qualifications (“SOQs”) from responsible, qualified firms interested in providing program management services in support of the capital improvement program and other capital projects at the Grand Junction Regional Airport (“Airport”) in Grand Junction, Colorado.

The Authority intends to select the Program Manager based solely on qualifications. Fees will be negotiated for projects on a task order basis as funding is obtained. Cost or fee information is not to be submitted with the SOQ.

This procurement is designed and intended to conform with 49 U.S.C. § 47107(a)(17); 2 C.F.R. Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects* (Change 1, Sept. 2015). The agreement between the Authority and the selected Program Manager will be subject to all applicable Federal Rules and Regulations as identified in AC 150/5100-14E. The most current version of the Federal Contract Provisions for A/E agreements will be attached to the agreement.

The Program Manager must be responsible and possess the ability to perform successfully under the terms and conditions of a contract to be negotiated between the Authority and the selected Program Manager. Consideration will be given to integrity, record of past performance, extent of experience with program management services, technical resources, and accessibility to other necessary resources. This procurement is designed and intended to eliminate individual and organizational conflicts of interest.

Upon completion of the selection process outlined herein, the Airport Executive Director will notify the apparent successful respondent for the purpose of initiating contract negotiations, on the basis of the form of contract attached hereto. Upon completion of negotiations, the resulting contract will be presented to the Authority Board of Directors for approval. The Authority assumes no responsibility for any costs or expenses incurred by any respondent, including the apparent successful respondent, unless and until the Authority makes an award by execution of a contract.

Digital copies of the Request for Qualifications (“RFQ”) are available at [www.bidnet.com/colorado](http://www.bidnet.com/colorado). Addendums to the RFQ will be published in the same manner. Respondents shall be registered on the Plan Holders List in order to submit a response to the RFQ. If you need help registering, please call the system support department at 1-800-835-4603.

Sealed SOQs, subject to the conditions of the RFQ, will be received by the Authority, 2828 Walker Field Drive, Suite 301, Grand Junction, Colorado 81506, and via bidnet until Friday, September 5, 2025, at 4:00 P.M. Mountain Daylight Time.

## **II. ANTICIPATED SCOPE OF WORK**

The Authority has an ambitious Airport Capital Improvement Plan (“ACIP”), the signature element of which is to complete the relocation of Runway 11/29 to meet current Federal Aviation Administration design standards and to eliminate intersecting runways at the Airport. The purpose, need and details of the planned relocation of Runway 11/29 and its associated and enabling projects are detailed in the Airport Master Plan Update (2009) and Environmental Assessment (2015). The Authority further is engaged in a multi-phase program to modernize and expand the Airport Passenger Terminal and landside facilities to better accommodate present and forecast demand. In addition to the ACIP, the Authority may initiate capital projects that it deems necessary but are not included in the ACIP and further may participate in capital projects conducted by Airport tenants and other public and private entities, both on and adjacent to the Airport.

The Program Manager selected through this procurement shall serve as the owner’s agent and representative and as an extension of Authority staff to ensure that ACIP and non-ACIP capital projects are completed on-time and on-budget, in conformance with all applicable technical and regulatory requirements. The Program Manager shall help establish and implement the vision, schedule and approach to the ACIP; serve as the Authority’s representative with regulators, contractors and stakeholders in capital projects; and unite each project team in a shared goal of successful project completion. The Authority shall, at all times, reserve the right to make final decisions with respect to the Airport and direct the Program Manager accordingly.

More specifically, the Program Manager shall be responsible for the following:

- Develop and implement a program management plan for the ACIP, to include a detailed schedule.
- Develop procedures and standards for the planning, coordination and administration of the ACIP.
- Provide overall organizational management and guidance for implementation of the ACIP.
- Be accountable for the ACIP budget, schedule, quality, and stakeholder engagement.
- Serve as the owner’s representative on non-ACIP capital projects, as may be assigned, to ensure protection of Authority’s and Airport’s interests.
- Identify and assist the Authority manage risks with respect to cost, schedule, compliance, contracts, and safety in capital projects.

The Program Manager may be called upon to support the Authority in capital projects that the Authority reasonably expects to initiate within five (5) years. The Program Manager may support the Authority in multiple projects and across multiple grant agreements.

Specific services and fees on individual projects will be determined by task order or contract amendments, as set forth in the agreement between the Authority and selected Program Manager. To assist in the preparation of SOQs, the Authority provides the following illustrative list of tasks that may be required of the Program Manager:

- Perform technical reviews on behalf of the Authority to include, without limitation, engineering plans and designs for earthwork, grading, drainage, pavement design, electrical, and stormwater.
- Prepare scopes of work for engineering, design and construction services.
- Monitor work and progress of the project engineer and construction contractor during construction.
- Maintain overall and project-specific budgets and continually monitor progress against the budget.
- Provide recommendations to the Authority and project teams on maintaining and maximizing eligibility for federal grant funding, including through the Airport Improvement Program and Infrastructure Investment and Jobs Act.
- Define reporting and meeting schedules, maintain meeting minutes, perform necessary follow-up and hold parties accountable for verbal and written commitments.
- Secure necessary FAA approvals and determinations, including satisfaction of notice requirements pursuant to 14 C.F.R. Part 77.
- Secure necessary permits.
- Coordinate with the Federal Aviation Administration, State of Colorado, Mesa County and the City of Grand Junction.

Some of the services may not be required. The Authority reserves the right to initiate additional procurement action(s) for any of the services identified herein.

### **III. CONTRACT TERM**

The term of the resulting contract will commence upon the execution of Notice of Award and will be for five (5) years.

### **IV. INSURANCE**

Prior to commencement of performance, the Program Manager shall furnish to the Authority a certificate of insurance for general liability with limits to be specified by agreement. Proof of insurability shall be demonstrated by providing copies of current insurance policy. The Program Manager shall be free to acquire additional insurance coverage. The Authority and all its employees including the Airport Chief Executive Officer, board members, and officers, shall be included as additional insured on the insurance policies with the sole exception of workers' compensation insurance.

The Authority must be given a 30-day written notice of cancellation, but subject to a 10-day written notice of cancellation for non-payment of premium. The Program Manager shall forward a certificate of insurance (including a copy of the workers' compensation insurance) promptly after the execution of an agreement for the Authority's records and updated certificates of insurance within thirty (30) days prior to the expiration date of each subsequent insurance policy. The insurance shall be written by a Company licensed to do business in the State of Colorado and rated by A.M. Best as "A minus or better," or by such other company consented to in writing by the Authority. All insurance policies required to be maintained shall be primary and shall not require contribution from any coverage maintained by the Authority.

## **V. SUBMITTAL REQUIREMENTS**

Respondents shall deliver a total of one (1) original copy of the submittal in hard copy format to the Authority, as well as submit electronically a copy of the submittal to the Rocky Mountain e-purchasing system (BidNet®). Once submitted, all submittals shall become property of the Authority.

Submittals shall be sealed and marked: “STATEMENT OF QUALIFICATIONS AIRPORT CAPITAL IMPROVEMENT PROGRAM MANAGER FOR GRAND JUNCTION REGIONAL AIRPORT AUTHORITY”

Submittals shall be addressed to:

ATTN: Sarah Menge  
Grand Junction Regional Airport Authority  
2828 Walker Field Drive, Suite 301  
Grand Junction, Colorado 81506

Sealed Statements of Qualifications will be received no later than 4:00 P.M. MDT, September 5, 2025. Any Statements of Qualifications received after this time will be considered non-responsive and returned un-opened. Faxed SOQs will not be accepted. The Authority reserves the right to reject any or all SOQs.

SOQs may be reviewed by an evaluation panel. A limited number of the best qualified respondents may be selected for a detailed presentation of their SOQ.

The submittal should be limited to a maximum of fifty (50) pages and must include the following items, in the specified sequence:

1. Signed Signature Page (RFQ Form #1) – Respondent shall complete, sign, and submit RFQ Form #1. The Signature Page must be signed a person(s) authorized to bind the entity or entities submitting the response. Joint ventures require signatures from all respondents participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement, as an attachment to their submittal.
2. Submittal Checklist (RFQ Form #2) – Respondent shall complete and submit RFQ Form #2.
3. General Information Form (RFQ Form #3) – Respondent shall complete and submit RFQ Form #3.
4. Litigation Disclosure Form (RFQ Form #4) – Respondent shall complete and submit RFQ Form #4. If necessary, include additional pages for explanation.
5. Conflict of Interest Disclosure Form (RFQ Form #5) – Respondent shall complete and submit RFQ Form #5. If necessary, include additional pages for explanation.
6. Disadvantaged Business Enterprise (DBE) Program (RFQ Form #6) – Respondent shall complete and submit RFQ Form #6 and provide any additional information documentation regarding respondents’ DBE involvement.



7. Executive Summary – Respondents shall provide an Executive Summary which includes an overview of the Respondent’s company, highlights of the Respondent’s experience, introduction of the project manager, the names of other key personnel, and a concise statement as to why the Respondent should be selected. The Executive Summary shall be limited to three (3) pages.
8. Statement of Qualifications – Narrative document that addresses all evaluation criteria enumerated in Section VII, Selection Criteria.
9. Comments on Contract – Respondents shall provide any general or specific comments on or exceptions to the attached contract. Do *not* “redline” or edit the document.

All Respondents are required to complete all information requested in this RFQ. Failure to do so may result in the disqualification of a respondent.

Any cost or expense incurred by the Respondent that is associated with the preparation of the SOQ during any phase of the selection process shall be borne solely by respondent.

During contract negotiations, the successful respondent shall be required to provide copies of current insurance policies meeting the required coverages and limits.

## **VI. PRESUBMITTAL QUESTIONS**

Any questions or inquiries related to this solicitation must be made in writing and submitted no later than 4:00 P.M. MDT, August 22, 2025. Questions received after the stated deadline will not be answered. It is required that all questions be submitted through BidNet®.

All questions submitted in accordance with the requirements stated above will be answered in writing and posted to BidNet® no later than 4:00 P.M. MDT, August 27, 2025.

All respondents interested in this solicitation (including Respondent’s employees, representatives, agents, lobbyist, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, with the exception of the contract point-of-contact identified herein. This policy is intended to create a level playing field for all potential respondents, assure that the contract award decision is made in public, and to protect the integrity of the selection process.

## **VII. SELECTION CRITERIA**

The selection of a Program Manager will be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.

The Authority may designate an evaluation panel to be comprised of selected Authority staff and subject matter experts, free of conflicts of interest, to review and score each SOQ independently. The evaluation panel will be responsible for developing an ordinal ranking of respondents based on each panel member’s independent review. The evaluation panel will present its ordinal

rankings to the Airport Chief Executive Officer, who shall be responsible for selecting the apparent successful respondent to begin contract negotiations.

The Authority reserves the right to request and conduct oral interviews of any or all respondents, including a preselection list of the best qualified respondents based on an initial review of SOQs against the selection criteria enumerated herein. The Authority further reserves the right to request detailed proposals from a preselection list of the best qualified respondents.

Respondents should address each of the evaluation criteria listed below, to be weighted equally, and provide a minimum of three (3) but no more than five (5) specific examples of projects undertaken demonstrating qualifications. Submittals shall be in the same sequential format as follows:

1. Qualifications and Experience

- a. Detail relevant services regularly offered by the firm, how long the services have been offered, and the number of professional employees dedicated full or part time to providing relevant services.
- b. Provide examples of comparable projects within the last five (5) years that demonstrate the firm's qualifications to perform the anticipated services. These projects should be complete or near completion.
- c. Identify the roles of the project manager and key personnel in the comparable projects.
- d. Provide start and completion dates and references with names, phone numbers, and email addresses of the owner's representative who is most knowledgeable of the firm's performance.

2. Technical Competence

- a. Present the firm's understanding of standards and policies, special requirements, codes, and regulations pertinent to the anticipated scope of services.
- b. Demonstrate familiarity with relevant Transportation Security Administration and FAA regulations, policies, requirements and standards.
- c. Demonstrate familiarity with the Airport Improvement Program and Infrastructure Investment and Jobs Act, including the requirements for project eligibility and ensuring compliance with the FAA's technical specifications and the terms, conditions and assurances of AIP and IIJA grant agreements. Provide examples where the firm successfully maintained and maximized AIP and/or IIJA eligibility, if not provided in Section 1 (Qualifications and Experience).
- d. Present the firm's internal quality control procedures.
- e. Demonstrate the firm's commitment to safety.

### 3. Proposed Organization

- a. Present a team organizational chart and identify each key team member's role (including team member names) and responsibility for this project. Indicate availability of team members for the project. Identify geographic location of all proposed team members.
- b. Present qualifications and experience or any regularly engaged outside consultants (if any).
- c. Describe the specific internal mechanisms and controls in place within the firm to ensure the timely and efficient provision of client services.
- d. Respondent shall provide a one (1)-page resume for the project manager and all key team members identified in the organizational chart.
- e. Identify firm's current workload and ability to undertake and complete tasks in a timely manner.

### 4. Project Approach / Methodology

- a. Detail the firm's approach to developing and implementing scopes of work, plans, budgets and schedules for airport capital programs.
- b. Demonstrate the firm's proven methods for ensuring on-time, on-budget, high-quality capital projects.
- c. Explain how the firm customarily distinguishes the roles and responsibilities of a program manager from other members of a project team, to include the project engineer.
- d. Detail the firm's approach to communication and coordination with the project owner, contractors, consultants, regulators and stakeholders.
- e. Detail the firm's approach to managing complex airfield construction projects, including interdependent projects phased over multiple years.

## **VIII. GRAND JUNCTION REGIONAL AIRPORT AUTHORITY RIGHTS**

The Authority reserves the right to reject all, or portions of any or all, submittals. The Authority may, at its sole discretion, withdraw this RFQ, re-advertise, extend deadlines, waive irregularities and technicalities, or modify or amend any and all provisions herein. The Authority will not pay for any information herein requested, nor is it liable for any costs incurred by the participating respondent. The Authority reserves the right to extend the RFQ submittal date if needed. All changes and/or clarifications will be distributed to all those indicating interest in this RFQ in the form of addenda published on BidNet®. Any award as a result of this procurement shall be contingent upon the execution of an appropriate contract.

If a selection cannot be made on the basis of the SOQ, the Authority reserves the right to select the most qualified respondent(s) to provide additional information and, if warranted, detailed interviews. No respondent shall be entitled to, or otherwise be guaranteed, an interview. The Authority is a political subdivision of the state of Colorado and, as a result, the SOQ and other documents associated with this procurement may become public records subject to disclosure under the Colorado Open Records Act (C.R.S. Title 24, Art. 72) upon submission to

the Authority. Each respondent shall be responsible for identifying any information in its submittal that it believes is subject to an exception from disclosure under state law.

## **IX. TITLE VI SOLICITATION NOTICE**

The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit proposals in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex, age, or disability in consideration for an award.

## **X. LABOR AND WAGES**

The selected respondent shall be responsible for complying with the Federal Fair Labor Standards Act; Colorado Constitution Article XVIII, Sec. 15 (State Minimum Wage Rate); and/or wage rates imposed by the City of Grand Junction, in accordance with state law. The selected respondent shall have full responsibility for compliance with federal, state and local requirements concerning wages and labor.

## **XI. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **XII. SIGNATURE PAGE (RFQ Form #1)**

“✓” Check box that indicates business structure of Respondent

- ☐ Individual or Proprietorship
- ☐ Partnership or Joint Venture
- ☐ Corporation

The undersigned certifies that (s)he is authorized to sign this RFQ Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the SOQ as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded.

Respondent Organization Name: \_\_\_\_\_

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

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

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

If Respondent is a Joint Venture, an authorized signature from a representative of each party is required.

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

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

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

### **XIII. SUBMITTAL CHECKLIST (RFQ Form #2)**

Use this checklist to ensure all required document have been included in the SOQ and that they are properly ordered.

	Document	Initial
1.	Signature Page (RFQ Form #1)	
2.	Submittal Checklist (RFQ Form #2)	
3.	General Information (RFQ Form #3)	
4.	Litigation Disclosure (RFQ Form #4)	
5.	Conflict of Interest (RFQ Form #5)	
6.	DBE Program (RFQ Form #6)	
7.	Executive Summary	
8.	Statement of Qualifications	

#### **XIV. GENERAL INFORMATION (RFQ Form #3)**

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two (2) or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

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

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established: \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Business Structure: Check the box that indicates the business structure of the Respondent.

\_\_\_ Individual or Sole Proprietorship \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Other (If checked, list business structure): \_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

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

Provide any other names under which Respondent has operated within the last ten (10) years and length of time under for each:

\_\_\_\_\_

Provide address of office from which this project would be managed:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Related Companies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Contact Information: List the one person who the Authority may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Does Respondent anticipate any mergers, transfer of organization ownership, or management reorganization within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

4. Is Respondent authorized and/or licensed to do business in Colorado?

Yes \_\_\_ No \_\_\_ If "Yes", list authorizations/licenses.

Note: Prior to executing a contract, the entity must furnish the Authority with a valid certificate from the Secretary of the State of Colorado with authority to do business in the State of Colorado.

5. Where is the Respondent's corporate headquarters located? \_\_\_\_\_

6. Local/County Operation: Does the Respondent have an office located in Mesa County, Colorado?

Yes \_\_\_ No \_\_\_

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

\_\_\_\_\_  
\_\_\_\_\_

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes \_\_\_ No \_\_\_ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

\_\_\_\_\_  
\_\_\_\_\_



9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No \_\_\_ If “Yes”, state the date, court, jurisdiction, case number, amount of liabilities and amount of assets.

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10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes \_\_\_ No \_\_\_ If “Yes”, state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

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11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes \_\_\_ No \_\_\_ If “Yes”, state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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b. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_ If “Yes”, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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**XV. LITIGATION DISCLOSURE (RFQ Form #4)**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your response from consideration or termination of the contract, if awarded.

1. Have you, or a member of your Company, or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the Grand Junction Regional Airport Authority, Walker Field Airport Authority, or any other Federal, State, or Local Government, Airport, or Private Entity?

YES ☐  
NO ☐

2. Have you, or a member of your Company, or Team to be assigned to this engagement been involved in and claim or litigation with the Grand Junction Regional Airport Authority, Walker Field Airport Authority, or any other Federal, State, or Local Government, Airport, or Private Entity?

YES ☐  
NO ☐

If you have answered “Yes” to either of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your response.

## **XVI. CONFLICT OF INTEREST DISCLOSURE FORM (RFQ Form #5)**

This COI Disclosure Form must be signed by a principal of the Respondent to certify that it is correct.

A Respondent's certification that its disclosure form is correct includes the disclosure by its Associates and Subcontractors, if any.

My signature certifies that as disclosed on or attached to the present form:

The Respondent's disclosures are complete, accurate, and not misleading. The Respondent has received COI Disclosure Form(s) from all Subcontractors (if any) and the present form has attached any COI Disclosure Form(s) thereof. I hereby certify that I am authorized to sign this COI Disclosure Form as a Representative for the Respondent identified below:

Legal Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

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

Name (type/print): \_\_\_\_\_

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

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

Please answer all questions "Yes", "No" or "N/A", and if uncertain answer "Yes."

If the answer to any of the questions 1 through 4 is "Yes," then: furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading; and identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution).

1. Is any Associate of the Respondent a former employee of the Authority within the last five years or a family member of a current employee of the Authority?  

<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A
------------------------------	-----------------------------	------------------------------
2. Does the Respondent or any Associate of the entity have a conflict of interest regarding any known member of the Authority procurement evaluation or selection team?  

<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A
------------------------------	-----------------------------	------------------------------
3. Does the Respondent, or any Associate of the entity, have any past, present or currently planned interests that are an Actual or Potential Conflict of Interest?  

<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A
------------------------------	-----------------------------	------------------------------
4. Have Subcontractors furnished COI Disclosure Forms separate from the present form? (If yes, attach Subcontractor disclosures).  

<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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**XVII. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM  
(RFQ Form #6)**

NOTE: The Respondent is encouraged to solicit available DBE contractors to participate in potential subcontracting opportunities under the proposed contract.

The Respondent, \_\_\_\_\_, as part of the procedure for the submission of SOQ on a project known as \_\_\_\_\_, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

<b>Name of Participating Subcontractor/Supplier</b>	<b>DBE Certification Number</b>	<b>Percent and Dollar Amount of Subcontract</b>

List all DBE subcontractors/suppliers solicited but not selected for participation on project. (Note: Do not include participating subcontractors/suppliers listed above). If none were solicited, provide an explanation. Use additional sheets, if necessary.

<b>Name of Subcontractor/Supplier Solicited</b>	<b>DBE Certification Number</b>	<b>Reason Not Selected</b>

Only companies certified as a DBE by the State of Colorado, listed in the Colorado UCP DBE and ACDBE Directory can be applied toward the Authority Fiscal Year DBE goal. All DBE subcontractors/suppliers must submit a copy of their certification certificate through the prime contractor. Proof of certification must be attached to this form.

It is understood and agreed that, if awarded a contract by the Authority, the Respondent will not make additions, deletions, or substitutions to this certified list without consent of the Disadvantage Business Enterprise Liaison Officer (DBELO) (through the submittal of the Change or Addition of Subcontractors/Suppliers on Federally Funded Contracts).

**AFFIRMATION**

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED INDIVIDUAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT B**  
**CONSULTANT'S STATEMENT OF QUALIFICATIONS**



STATEMENT OF QUALIFICATIONS

# **Airport Capital Improvement Program**

## Program Manager for Grand Junction Regional Airport

September 5, 2025



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# Signed Signature Page





## XII. SIGNATURE PAGE (RFQ Form #1)

“✓” Check box that indicates business structure of Respondent

- ☐ Individual or Proprietorship
- ☐ Partnership or Joint Venture
- ☐ Corporation
- ☒ Limited Liability Company

The undersigned certifies that (s)he is authorized to sign this RFQ Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the SOQ as required by this RFQ, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded.

Respondent Organization Name: Garver, LLC

By: Colin Bible

Printed Name: Colin Bible, PE

Title: Vice President

If Respondent is a Joint Venture, an authorized signature from a representative of each party is required.

By: N/A

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

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



## Submittal Checklist



## XIII. SUBMITTAL CHECKLIST (RFQ Form #2)

Use this checklist to ensure all required document have been included in the SOQ and that they are properly ordered.

	Document	Initial
1.	Signature Page (RFQ Form #1)	CB
2.	Submittal Checklist (RFQ Form #2)	CB
3.	General Information (RFQ Form #3)	CB
4.	Litigation Disclosure (RFQ Form #4)	CB
5.	Conflict of Interest (RFQ Form #5)	CB
6.	DBE Program (RFQ Form #6)	CB
7.	Executive Summary	CB
8.	Statement of Qualifications	CB



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## General Information Form



## XIV. GENERAL INFORMATION (RFQ Form #3)

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two (2) or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: Garver, LLC

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: 188 Inverness Drive W., Suite 500

City: Englewood State: CO Zip Code: 80112

Telephone No. 720-744-4757 Fax No: 972-377-8380

Website address: www.GarverUSA.com

Year established: 1919

Provide the number of years in business under present name: 16

Social Security Number or Federal Employer Identification Number: 01-0733400

Business Structure: Check the box that indicates the business structure of the Respondent.

☐ Individual or Sole Proprietorship ☐ Partnership ☐ Corporation ☒ Other (If checked, list business structure): (Limited Liability Company)

Printed Name of Contract Signatory: Colin Bible, PE

Job Title: Vice President

Provide any other names under which Respondent has operated within the last ten (10) years and length of time under for each:

N/A

Provide address of office from which this project would be managed: 188 Inverness Drive W., Suite 500

City: Englewood State: CO Zip Code: 80112

Telephone No. 720-744-4757 Fax No: 972-377-8380

Annual Revenue: \$ \$350M

Total Number of Employees: 1,624

Total Number of Current Clients/Customers: 405 (Aviation)

Briefly describe other lines of business that the company is directly or indirectly affiliated with:  
Water and Wastewater, Transportation, Federal, Buildings, Field Services

List Related Companies:

N/A

2. Contact Information: List the one person who the Authority may contact concerning your proposal or setting dates for meetings.

Name: Colin Bible, PE Title: Vice President | Aviation Region Leader  
Address: 188 Inverness Drive W., Suite 500  
City: Englewood State: CO Zip Code: 80112  
Telephone No. 972-510-4264 (mobile) Fax No: 972-377-8380  
Email: CMBible@GarverUSA.com

3. Does Respondent anticipate any mergers, transfer of organization ownership, or management reorganization within the next twelve (12) months?

Yes ☐ No ☒

4. Is Respondent authorized and/or licensed to do business in Colorado?

Yes ☒ No ☐ If "Yes", list authorizations/licenses. **Colorado Secretary of State**  
**Entity ID No. 20171218008**

Note: Prior to executing a contract, the entity must furnish the Authority with a valid certificate from the Secretary of the State of Colorado with authority to do business in the State of Colorado.

5. Where is the Respondent's corporate headquarters located? North Little Rock, AR

6. Local/County Operation: Does the Respondent have an office located in Mesa County, Colorado?

Yes ☒ No ☐

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ☐ No ☒ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

\_\_\_\_\_  
\_\_\_\_\_

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ☐ No ☒ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

\_\_\_\_\_  
\_\_\_\_\_

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes \_\_\_ No X If “Yes”, state the date, court, jurisdiction, case number, amount of liabilities and amount of assets.

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10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes \_\_\_ No X If “Yes”, state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

---

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11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes \_\_\_ No X If “Yes”, state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

---

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b. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No X If “Yes”, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

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## Litigation Disclosure Form



## XV. LITIGATION DISCLOSURE (RFQ Form #4)

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your response from consideration or termination of the contract, if awarded.

1. Have you, or a member of your Company, or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the Grand Junction Regional Airport Authority, Walker Field Airport Authority, or any other Federal, State, or Local Government, Airport, or Private Entity?

YES ☐  
NO ☒

2. Have you, or a member of your Company, or Team to be assigned to this engagement been involved in and claim or litigation with the Grand Junction Regional Airport Authority, Walker Field Airport Authority, or any other Federal, State, or Local Government, Airport, or Private Entity?

YES ☒  
NO ☐

If you have answered “Yes” to either of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your response.

Garver, LLC, similar to most companies, periodically engages in formal dispute resolution through the ordinary course of its business. The results of such dispute resolution, including litigation, often are subject to confidentiality provisions. If specific information involving any specific claim against Garver is needed, please contact Garver’s General Counsel, Kurtis John, at 479-287-4678.



## Conflict of Interest Disclosure Form

## XVI. CONFLICT OF INTEREST DISCLOSURE FORM (RFQ Form #5)

This COI Disclosure Form must be signed by a principal of the Respondent to certify that it is correct.

A Respondent's certification that its disclosure form is correct includes the disclosure by its Associates and Subcontractors, if any.

My signature certifies that as disclosed on or attached to the present form:

The Respondent's disclosures are complete, accurate, and not misleading. The Respondent has received COI Disclosure Form(s) from all Subcontractors (if any) and the present form has attached any COI Disclosure Form(s) thereof. I hereby certify that I am authorized to sign this COI Disclosure Form as a Representative for the Respondent identified below:

Legal Name of Respondent: Garver, LLC  
 Address: 188 Inverness Drive W., Suite 500, Englewood, CO 80112  
 Signature: *Colin Bible*  
 Name (type/print): Colin Bible, PE  
 Title: Vice President  
 Date: September 5, 2025

Please answer all questions "Yes", "No" or "N/A", and if uncertain answer "Yes."

If the answer to any of the questions 1 through 4 is "Yes," then: furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading; and identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution).

1. Is any Associate of the Respondent a former employee of the Authority within the last five years or a family member of a current employee of the Authority?  
☐ YES                      ☒ No                      ☐ N/A
2. Does the Respondent or any Associate of the entity have a conflict of interest regarding any known member of the Authority procurement evaluation or selection team?  
☐ YES                      ☒ No                      ☐ N/A
3. Does the Respondent, or any Associate of the entity, have any past, present or currently planned interests that are an Actual or Potential Conflict of Interest?  
☐ YES                      ☒ No                      ☐ N/A
4. Have Subcontractors furnished COI Disclosure Forms separate from the present form? (If yes, attach Subcontractor disclosures).  
☒ YES                      ☐ No                      ☐ N/A

## XVI. CONFLICT OF INTEREST DISCLOSURE FORM (RFQ Form #5)

This COI Disclosure Form must be signed by a principal of the Respondent to certify that it is correct.

A Respondent's certification that its disclosure form is correct includes the disclosure by its Associates and Subcontractors, if any.

My signature certifies that as disclosed on or attached to the present form:

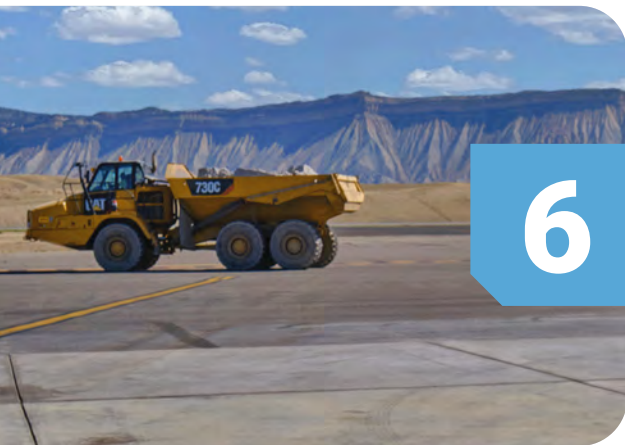
The Respondent's disclosures are complete, accurate, and not misleading. The Respondent has received COI Disclosure Form(s) from all Subcontractors (if any) and the present form has attached any COI Disclosure Form(s) thereof. I hereby certify that I am authorized to sign this COI Disclosure Form as a Representative for the Respondent identified below:

Legal Name of Respondent: Civil Innovations, LLC  
Address: 605 S Kuner Road #109, Brighton, CO 80601  
Signature: *Michelle H Martin*  
Name (type/print): Michelle H Martin  
Title: President  
Date: 8/14/25

Please answer all questions "Yes", "No" or "N/A", and if uncertain answer "Yes."

If the answer to any of the questions 1 through 4 is "Yes," then: furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading; and identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution).

1. Is any Associate of the Respondent a former employee of the Authority within the last five years or a family member of a current employee of the Authority?  
☐ YES ☒ No ☐ N/A
2. Does the Respondent or any Associate of the entity have a conflict of interest regarding any known member of the Authority procurement evaluation or selection team?  
☐ YES ☒ No ☐ N/A
3. Does the Respondent, or any Associate of the entity, have any past, present or currently planned interests that are an Actual or Potential Conflict of Interest?  
☐ YES ☒ No ☐ N/A
4. Have Subcontractors furnished COI Disclosure Forms separate from the present form? (If yes, attach Subcontractor disclosures).  
☐ YES ☒ No ☐ N/A



## Disadvantaged Business Enterprise Program



## XVII. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM (RFQ Form #6)

NOTE: The Respondent is encouraged to solicit available DBE contractors to participate in potential subcontracting opportunities under the proposed contract.

The Respondent, Garver, LLC, as part of the procedure for the submission of SOQ on a project known as Airport Capital Improvement Program Manager, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

Name of Participating Subcontractor/Supplier	DBE Certification Number	Percent and Dollar Amount of Subcontract
Civil Innovations, LLC	See attached	Task Order Dependent

List all DBE subcontractors/suppliers solicited but not selected for participation on project. (Note: Do not include participating subcontractors/suppliers listed above). If none were solicited, provide an explanation. Use additional sheets, if necessary.

Name of Subcontractor/Supplier Solicited	DBE Certification Number	Reason Not Selected
None	None	None

Only companies certified as a DBE by the State of Colorado, listed in the Colorado UCP DBE and ACDBE Directory can be applied toward the Authority Fiscal Year DBE goal. All DBE subcontractors/suppliers must submit a copy of their certification certificate through the prime contractor. Proof of certification must be attached to this form.

It is understood and agreed that, if awarded a contract by the Authority, the Respondent will not make additions, deletions, or substitutions to this certified list without consent of the Disadvantage Business Enterprise Liaison Officer (DBELO) (through the submittal of the Change or Addition of Subcontractors/Suppliers on Federally Funded Contracts).

### AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED INDIVIDUAL: Colin Bible, PE | Vice President

SIGNATURE: Colin Bible

DATE: September 5, 2025

November 26, 2024

Michelle Martin  
Civil Innovations, LLC  
605 S. Kuner Road, Suite 109  
Brighton, CO 80601

Dear: Michelle Martin:

The City and County of Denver's Division of Small Business Opportunity (DSBO) is pleased to inform you that Civil Innovations, LLC is now certified as a Disadvantaged Business Enterprise (DBE) pursuant to the US Department of Transportation (USDOT) Code of Federal Regulation (CFR) Title 49 Part 26. Your firm, and the types of work you have been certified to perform, will be listed on the Colorado Unified Certification Program's (UCP) on-line directory at <https://coucp.dbesystem.com>.

Civil Innovations, LLC is eligible to participate as a DBE on USDOT's financially-assisted projects in Colorado in the following NAICS Codes:

NAICS 541330: CIVIL ENGINEERING SERVICES  
NAICS 541330: CONSTRUCTION ENGINEERING SERVICES

It is your responsibility to make sure the NAICS codes you are certified in are kept up to date. If you wish to become certified in an additional type of work, you must submit an Expansion Application available on the [Small Business Certification and Contract Management System](#) with applicable supporting documentation.

**Important Information for Maintaining Your Certification**

The anniversary date of your firm's DBE certification is **January 31, 2026**. You must submit, every year on the anniversary date of your certification, an annual No Change Application with the required documentation including your firm's most recent tax return. DSBO sends four reminders beginning 120 days prior to your anniversary date, however if you do not receive these notices, it is still your responsibility to submit the No Change Application in a timely manner. To ensure you receive these, and all notices and reminders DSBO sends, make sure your contact information in your Vendor Profile is kept current and add denver@mwdbbe.com to your safe sender list.

**Your firm's next annual Application is due: January 31, 2026.**

**Every three years, you must submit a 3-Year Review Application. As part of this review, you will be required to submit an updated Personal Net Worth Statement and participate in another site visit.**

**Your firm's 3-Year Review Application is due: January 31, 2028.**

Finally, you must inform DSBO, in writing, of any changes that occur in the firm's legal structure, ownership, management, or control, within thirty (30) days of such change. Notifications regarding changes must be submitted to certificationinfo@denvergov.org. Please follow-up to ensure your notification was received. Failure to report any of these changes may result in removal of your firm's certification eligibility and listing in the certification directory.

**FAILURE TO SUBMIT THE ANNUAL UPDATE AND REQUIRED DOCUMENTATION, OR TO REPORT ANY CHANGES MAY RESULT IN SUSPENSION AND/OR REVOCATION OF YOUR CERTIFICATION AND REMOVAL OF YOUR FIRM FROM THE ONLINE DIRECTORY**

It is the intent of the certification program to maximize opportunities available to your firm by leveling the playing field. If you have any questions or need assistance, please contact the certification team at (720) 913-1714 or email at [certificationinfo@denvergov.org](mailto:certificationinfo@denvergov.org)

Sincerely,



Brittany Eroen  
Interim Chief Officer, Division of Small Business Opportunity  
Denver Economic Development & Opportunity  
P: 720-913-1908 | [Brittany.Eroen@denvergov.org](mailto:Brittany.Eroen@denvergov.org)

## Business & Contact Information

BUSINESS NAME	<b>Civil Innovations, LLC</b>
OWNER	<b>Michelle Martin</b>
ADDRESS	<b>605 S. Kuner Road, Suite 109 Brighton, CO 80601 <a href="#">[map]</a></b>
PHONE	<b>970-631-2692</b>
EMAIL	<a href="mailto:michelle.martin@civilinnovations.com">michelle.martin@civilinnovations.com</a>
WEBSITE	<a href="https://www.civilinnovations.com/">https://www.civilinnovations.com/</a>
ETHNICITY	<b>Caucasian</b>
GENDER	<b>Female</b>

## Certification Information

CERTIFYING AGENCY	<b>City and County of Denver</b>
CERTIFICATION TYPE	<b>DBE - Disadvantaged Business Enterprise</b>
CERTIFIED BUSINESS DESCRIPTION	

## Work Codes

NAICS	NAICS Index
NAICS 541330	Civil engineering services
NAICS 541330	Construction engineering services

This profile was generated on 8/19/2025





## Executive Summary

# Executive Summary

## Overview of the Airport's Needs and Concerns

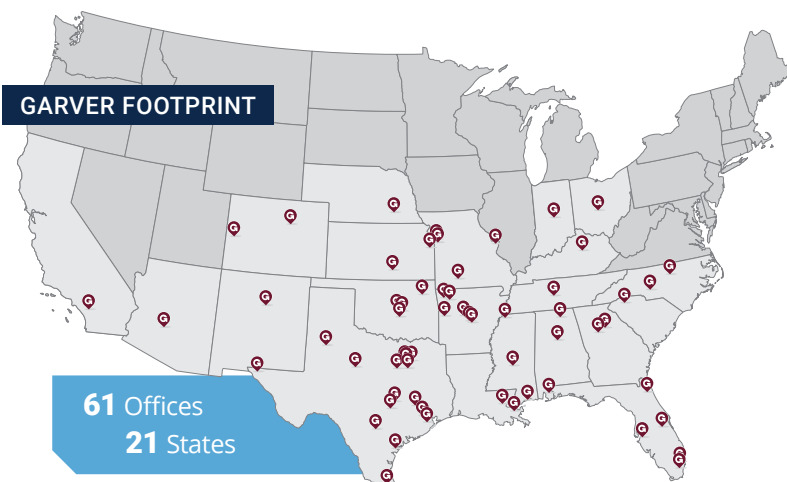
Grand Junction Regional Airport is currently in the midst of its largest capital program to date, and Garver fully recognizes the ongoing importance of maintaining a strong, forward-looking vision throughout this process. For the Grand Junction Regional Airport Authority (GJRAA), having a dependable partner remains essential—not only to support the development and execution of this vision, but also to help guide the team through the complex operational, financial, and construction-related challenges that an undertaking of this magnitude invariably presents.

As the program progresses, the next five years will see the spotlight shift from runway improvements to a major emphasis on terminal renovations. Our experience has taught us that a transition like this requires ongoing clarity of vision, so that all stakeholders remain aligned as priorities evolve.

It is vital for your Program Manager to make sure that the vision is consistently understood by all stakeholders and that the process remains open, communicative, and collaborative within the project team. Drawing from our proven experience at Grand Junction Regional Airport (GJT), as well as our extensive expertise in managing major airport initiatives and our robust project controls capabilities, the Garver Team stands uniquely qualified to fulfill this critical advisory role.

## Overview of Garver

Garver is an employee-owned engineering, planning, and environmental services firm focused on aviation, transportation, buildings, federal, water and wastewater services; surveying; advisory services; and construction engineering and inspection.



### AIRPORTS ARE OUR BUSINESS

Garver has over 66 years of aviation experience and more than 1,500 engineers, planners, architects, technicians, and administrative support personnel on staff. Our Aviation Team has extensive experience in all aspects of airport planning, design, and construction administration and includes over 180 personnel located in 31 of our 61 regional offices, including offices in Denver and Grand Junction.

# The Garver Team

Garver's Aviation Team is comprised of over 180 aviation-dedicated staff, including both civil and electrical engineers, with experience delivering airport projects in all nine FAA regions. As the Engineer of Record (EOR) for our aviation clients, we serve not only as technical experts but also as trusted advisors, guiding the development and refinement of Capital Improvement Plans (CIPs), defining project scope, and actively advocating for funding opportunities. In addition to our aviation experience, the Garver Team has a program management team that has experience managing over \$9 billion in large capital programs, including a wide array of scheduling, funding, and cost management that can be called on as additional bench depth if the need arises.

An overview of your program manager and other key team members is provided here, and more detailed resumes are included in our statement of qualifications beginning on page 16.

**Colin Bible, PE**  
Program Manager

**20**  
Years  
Experience

**80+**  
Airports  
Served



Colin has served the Grand Junction Regional Airport (GJT) as the EOR since 2017 and the Program Manager since 2020, overseeing the strategic planning and execution of multiple airfield initiatives. In these roles, Colin has accumulated experience on over \$100 million in projects at GJT, demonstrating a deep understanding of both FAA processes and local procedures unique to Grand Junction.

**Roger Knobloch, PE**  
Deputy PM

**17**  
Years  
Experience

**51**  
Commercial  
Airports  
Served



**Brent Anderson, PE**  
CIP Development/  
Grant Support

**19**  
Years  
Experience

**\$1B+**  
CIP and  
Funding Plan  
Development



**Eric Farmer, PE**  
FAA NAVAID  
Coordination

**33**  
Years  
Experience

**100+**  
Airports  
Served



**Michelle Martin, PE**  
Facility Support

**30**  
Years  
Experience

**\$1B+**  
CIP and  
Funding Plan  
Development



## Relevant Project Experience

In addition to serving as GJT's program manager for the last five years, the Garver Team has extensive relevant experience comparable to the runway relocation program at GJT, including the following:



### CVG | Airline Technical Representative

ATR for the five-year, \$500M Terminal Modernization Program



### DEN | UAL Concourse B Gate Reconfiguration

Gate reconfiguration to accommodate a larger fleet with minimum disruption



### ELP | Taxiway Reconfiguration

Addressing operationally complex hot spot with multi-year solution

# Our Commitment to GJT's Program Goals



## COLLABORATIVE AND SUPPORTIVE

**We are trusted partners who understand your vision for Grand Junction Regional Airport and are supportive of your staff.** Over the last eight years as both EOR and in the Program Manager role, we have helped complete work on over \$100M in projects at GJT. Through this experience, we have worked with your staff, your tenants, your Authority Board, your regulators, and your funding agencies. No other team brings more knowledge of your organization, processes, and development goals for the GJT ACIP program.



## INNOVATIVE AND RESOURCEFUL

**Our team is committed to fostering innovation by continually seeking new approaches and embracing creative problem-solving.** Guided by a shared long-range vision, we will strategically align our actions to anticipate future opportunities and challenges. One recent example was leveraging an innovative multi-year funding strategy, which allowed for flexibility and additional funding for the Runway 12-30 Program.



## FLEXIBLE AND RESPONSIVE

**The experience of our team will bring a variety of ideas and perspectives to the table and exceed the high expectation of GJT.** We have a history of teamwork that has successfully helped GJRAA prepare projects that are ready to capture additional funding and seize opportunities. We are approaching this ACIP Program Manager role in that same spirit—we promise the kind of seamless support that only strong collaboration and the utmost responsiveness can produce.

## Conclusion

The Garver Team is committed to equipping GJRAA with the resources, technical know-how, and open communication required to develop a practical and forward-thinking road map for advancing the Airport Capital Improvement Program. We strive to work collaboratively with the airport to elevate the customer experience, foster meaningful community partnerships, and deliver strategic, innovative solutions that bring lasting value.

Thank you for considering the Garver Team for this opportunity. Should you have any questions during your decision-making process, please don't hesitate to reach out to your program manager, **Colin Bible, PE**, at 972-510-4264 or [CMBible@GarverUSA.com](mailto:CMBible@GarverUSA.com).

Sincerely,

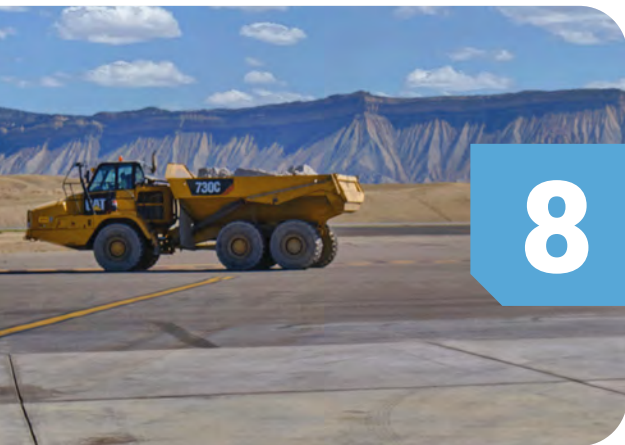
**Garver**

Colin Bible, PE

Senior Project Manager | Vice President

Garver acknowledges receipt of answers to questions submitted through the bidnet portal on August 28, 2025.





8

## Statement of Qualifications



# Qualifications and Experience



## Airports Are Our Business

Garver has over 66 years of aviation experience and more than 1,500 engineers, planners, architects, technicians, and administrative support personnel on staff. As Garver has grown in size and capacity, we remain focused on serving our clients with our “small-firm” approach—personal attention supported by the resources of a large local and regional staff. Our Aviation Team has extensive experience in all aspects of airport planning, design, and construction administration and includes over 180 personnel located in 31 of our 61 regional offices, including our offices in Grand Junction and Denver.



## Garver By the Numbers

180

Aviation Staff

66

Years of Aviation Experience

#15

ENR Top 25 Aviation Design Firms

## Garver Aviation Experience

IN THE LAST

**5 YEARS**

GARVER HAS PROVIDED AVIATION SERVICES FOR

OVER **660** PROJECTSAT **73** AIR CARRIER AIRPORTS NATIONWIDE

● Commercial Experience

## Program Management

Garver's staff is experienced with managing design consultants and contractors for municipalities, private developers, and state departments of transportation. **Garver has helped GJT manage over \$100M in projects and plan for another \$150M in improvements over the next five years.** In addition to our aviation experience, Garver has served as the program manager for almost \$9B in transportation improvements nationally.

## PROJECT SEQUENCING

Garver has a detailed understanding of the FAA requirements for maintaining safety during construction. We balance this focus on safety with an understanding of how to sequence projects in a way that maintains operations and accessibility throughout the duration of construction.

## CONSULTANT OVERSIGHT

Garver excels at guiding design consultants in achieving short-term deliverables that seamlessly align with the project's long-term vision. Through clear communication and strategic oversight, Garver makes sure that immediate goals serve as purposeful steps toward the broader objectives, cultivating collaborative engagement and forward-thinking solutions. Our leadership harmonizes current tasks with future aspirations, establishing a solid foundation for enduring success and cohesive project outcomes.

Garver will also identify potential modifications to AIP design or construction standards that will need to be reviewed and approved by the FAA early in the design phase. Identifying these potential modifications during design brings up discussions of non-standard specifications that can reduce project costs or expedite construction and can avoid delays in the schedule while waiting for FAA approval.

During construction administration, we will provide oversight of the project engineer and contractors. We will provide tracking of the contractors' scope, schedule, and budget reporting. We will establish a baseline schedule based on durations, activity sequencing, and contract details, and we will measure contractor execution against the baseline to verify we are tracking towards long-term program goals.

## Full-Service Capabilities

### Funding Administration

- FAA/AIP and state grant administration
- Alternate funding sources
- Construction cash flow management



### Program Management

- Project sequencing
- Project controls
- Financial modeling and tracking/reporting
- Schedule control
- Risk analysis and claims support



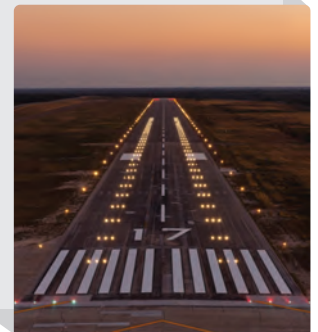
### Planning and Environmental

- Feasibility and site selection studies
- Airport master and development plans
- Environmental and wildlife assessments
- Economic studies and business planning
- Land acquisition assistance
- Approach development



### Engineering Design

- Field and obstruction surveys
- Airfield layout/geometrics
- Grading and drainage
- Pavement analysis and design
- Airfield lighting, NAVAIDs, and controls
- Access control and security
- Terminal roads/parking
- Construction sequencing







Garver has consistently provided excellent service at a fair price, delivering timely design submittals, with great quality control, which resulted in bids coming in at, or below budget, and minimal change orders during the construction phase. The firm has always been extremely responsive during the construction phase with product submittal reviews, and responding to Requests for Information from contractors.

In my over 24 years of tenure at DFW Airport, I can state that Garver remains one of the best, easy to work with, and preferred design firms at the airport.

**VASILE MARINCASIU**

Senior DCC Project Manager  
Dallas Fort Worth International Airport

The Garver Team understands that consistent oversight of work progress and invoices helps make sure project elements are executed according to the contract. Through Garver's progress tracking, unexpected claims will be minimized, and the Grand Junction Regional Airport Authority will be empowered with evidence in the event of a claim.

**FAA/AIP and State Grant Administration**

Garver will aggressively help GJRAA get the funding you need to complete your runway relocation and accomplish your terminal expansion goals. The key to Garver's outstanding record in funding assistance is planning: approaching the FAA and state aeronautical board with a well-prepared comprehensive program plan means the battle is largely won.

Garver has prepared airport program plans and successfully presented them to funding agencies. We also routinely sequence and budget projects that require multi-year phasing and bid schedules over multiple construction seasons to align with available funding. We understand that sometimes funding can be variable, and so we work with our clients to develop annualized funding scenarios to help our clients raise their hands with confidence. We personally attend meetings to present project plans to funding agencies, support our clients, and respond immediately to any question that may arise.

Garver is also experienced at managing the ever-growing administrative tasks associated with the grants received. Garver routinely completes all documentation required for our clients' projects, and we commit to making submittals to the required funding agency so more grants are secured in the future. During the last eight years, we have developed seamless working relationships with the Director of Finance Sarah Menge in collaborative efforts to complete and submit grant applications. Garver will not require a learning curve to get up to speed on GJRAA processes or build trust with your staff.

Our team also excels in securing non-typical funding for our clients. Our team will search for options outside of the standard state and federal grants, while also formulating strategic bidding arrangements, staying up to date with grant rules and regulations, and acting quickly to meet your needs.

**Comparable Projects**

Garver has successfully completed hundreds of design/construction programs over the past five years. The following pages include descriptions of selected, relevant projects from this list. We have also highlighted the relevant aspects of each project as it relates to the ACIP and current runway relocation program at Grant Junction Regional Airport.



# Airline Technical Representative

Cincinnati/Northern  
Kentucky International  
Airport

*Covington, KY*



▶ Start Date: 10/2024

▶ Completion Date: 12/2029

## REFERENCE

Rich Elwell

*Director*

859-767-3051

relwell@cvgairport.com

## KEY PERSONNEL

Brent Anderson, PE

*Project Manager*

Garver is successfully serving as the Airline Technical Representative (ATR) for Cincinnati/Northern Kentucky International Airport's "Elevate CVG" Terminal Expansion, a half billion-dollar capital improvement program. In this role, our team is a conduit of communication between the airport and its 13 partner airlines, representing all carriers with one unified voice in technical and operational decisions. This approach keeps all stakeholders aligned and the program on track while minimizing disruptions to airport operations, allowing passengers to continue to fly smoothly even as major terminal renovations unfold around them. As evidence of the trust we built with our airline partners, we were unanimously selected by the airlines to be the ATR. CVG's program leadership and airline committee members have praised our ATR work for its transparency and effectiveness, noting that our process and communication tools is now considered a benchmark for stakeholder coordination on future programs.

## Relevance to GJT



Proven track record unifying diverse stakeholders and managing large-scale terminal projects.



Ensured seamless operations during construction phases.



Our leadership and technical expertise in complex terminal modernization prepares us fully to excel as GJT's program manager.

# Taxiway Reconfiguration

El Paso International Airport

El Paso, TX



▶ Start Date: 03/2021

▶ Completion Date: 12/2026 (Est.)

## REFERENCE

Victoria Ruiz  
Project Manager,  
Aviation Development  
915-780-9742  
RuizVM@elpasotexas.gov

## KEY PERSONNEL

Colin Bible, PE  
Project Manager

Eric Farmer, PE  
Quality Control Manager

The five node intersection, where Taxiways G, H, and J converge with Runway 8R, represents an operationally complex hot spot within the airport that demands a multifaceted solution. In addition to eliminating this complex intersection geometry, the project is addressing critical challenges including conflicts with the Runway 8R-26L departure surface, intermixing cargo and commercial traffic, the Vehicle Service Road's encroachment into the Taxiway Object Free Area, direct access to Runway 4 from the apron, and visual concerns for pilots operating on Runway 8R-26L. By implementing Pattern B Holding Position Markings, Air Traffic Control will gain greater precision in directing aircraft during key operations, and alternative routing enables most of the fleet to taxi along Taxiway J while remaining clear of the departure surface. The geometry allows full-length taxi to Runway 4 without entering the SIDA area, freeing the terminal apron for commercial aircraft and ensuring compliance with ADG III TOFA requirements. Should ADG IV aircraft join the commercial fleet, the design facilitates future expansion of the commercial service apron. While the pavement on Taxiway D is in good condition, its current configuration presents direct access concerns; a proposed new connection is expected to capture 97% of cargo operations and enhance compatibility with commercial fleets, supported by visual screens to delineate taxiway and runway areas.

Garver incorporated the airport's long-term vision to include a strategic airfield-wide signage refresh in addition to the key geometry updates. Additionally, coordination with key stakeholders, including airlines, the control tower, FAA, and airport staff has greatly minimized operational impacts. These efforts are designed to address both current operational challenges and anticipated future needs, supporting safe, efficient aircraft movements and positioning the airport for continued growth and adaptability in the evolving aviation landscape. Through proactive stakeholder engagement and phased implementation, the airport will maintain high standards of safety and efficiency while facilitating modernization and future-readiness across the airfield.

## Relevance to GJT

- ✓ Long-term perspective allowed for future needs to be considered so the airport can easily transition toward future projected growth.
- ✓ Strategic coordination with airlines, FAA, and airport stakeholders minimizes operational disruptions during construction.
- ✓ Holistic approach to airfield modernization, promoting safety, adaptability, and sustained capacity as part of the airport's long-range capital improvement strategy.

# United Airlines Concourse B Reconfiguration

Denver International  
Airport

Denver, CO



► Start Date: 09/2024

► Completion Date: 06/2026 (Est.)

## REFERENCE

Daniel Mehl

Project Manager II

630-803-5077

daniel.mehl@united.com

## KEY PERSONNEL

Justin Cooper, PE

Project Manager

Colin Bible, PE

Project Leader

Eric Farmer, PE

Quality Control Manager

Garver is providing design and construction administration services for the Concourse B Gate Reconfiguration at Denver International Airport (DEN). Currently, the "South Finger" of regional gates at Concourse B is configured to service nine CRJ/E145 aircraft, and it will be upgraded to accommodate a larger fleet mix. This significant update requires trench drain relocation, gate restriping, fuel pit and valve relocation, pavement replacement and regrading, and, most notably, the installation of new fixed walkways and passenger loading bridges. In total, 25,000 SY of concrete pavement will be replaced to service the seven new passenger boarding bridges. In addition, holdrooms will be modified and new security equipment will be installed inside the terminal to make the new gate locations fully operational.

The contract at the heart of this project features a notably distinctive structure: while United undertook procurement responsibilities, the resulting asset will ultimately integrate into DEN's core infrastructure, thereby falling under Denver International Airport's purview for ongoing maintenance and management. This arrangement requires an especially precise alignment of expectations, roles, and long-term obligations, as the handoff from an airline-led initiative to airport stewardship represents a departure from conventional procurement models. Consequently, meticulous and transparent communication is essential throughout the process to make sure that both United and DEN, as well as any third-party vendors and stakeholders, fully understand the project's trajectory and their associated responsibilities. By fostering open dialogue and proactively addressing concerns, Garver's project team endeavors to satisfy all parties, paving the way for efficient maintenance and seamless operation well into the future.

## Relevance to GJT

- ✓ Seamless communication between challenging stakeholders.
- ✓ Innovative solutions to minimize airport operational impacts.
- ✓ Long-term approach to focus on current and future project simultaneously.

# Technical Competence



## Familiarity with Grand Junction Regional Airport Authority

Leveraging extensive experience at Grand Junction Regional Airport, as well as airports across Colorado and the nation, Garver's team brings a deep understanding of the intricate cycles that shape airport initiatives, the Airport Capital Improvement Program, and the operations of the Grand Junction Regional Airport Authority. Our close collaboration with GJRAA staff enables us to align with both your priorities and the Authority's standards and procedures. Over the past eight years of working with GJT, Garver has been honored to become a trusted partner and this separates us from other consultants.

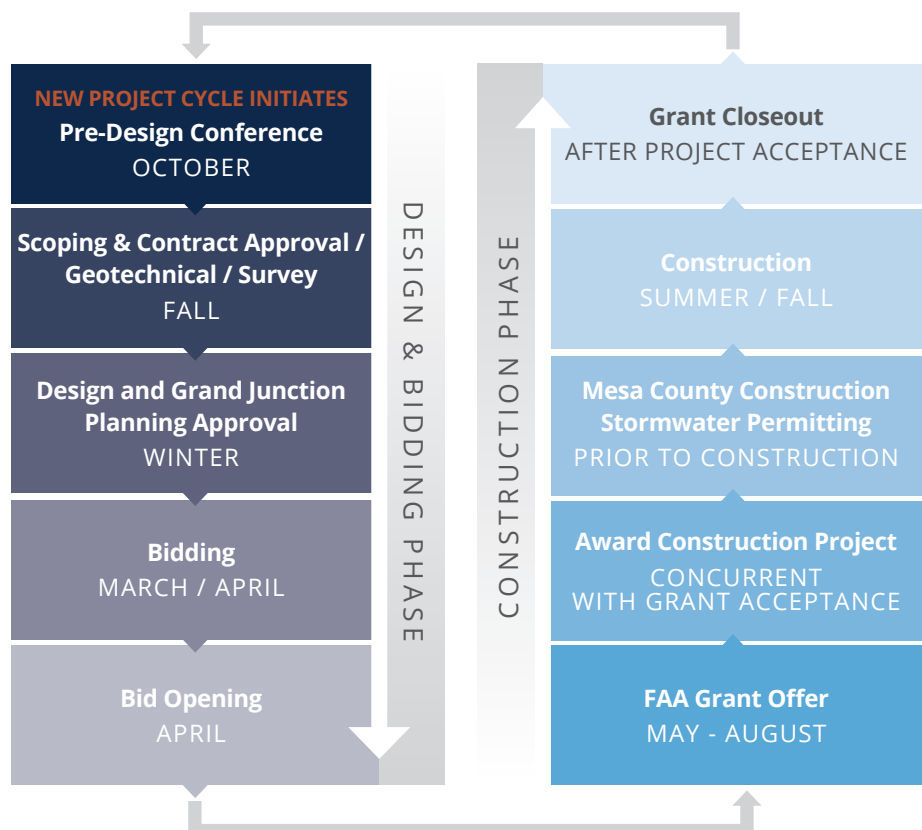
The graphics below and on the following pages depict the order and timeline of process elements that Garver will manage as your Program Manager.

### AIRPORT PROJECTS CYCLE

The design-bid-construction project cycle has the potential to be the longest duration, and it is possible (and even likely) that multiple project cycles may occur simultaneously. The most crucial elements of the project cycle are starting on time and prioritizing design in order to increase the window for receiving FAA grant funds and to maximize the availability of the construction season. Grand Junction has an arid climate with an above-average construction window, but Garver will not allow the project engineer or contractors to be complacent and cause unnecessary delays.

Elements of a typical airport project cycle are shown in the graphic on this page.

## Airport Projects Cycle





## ACIP CYCLE

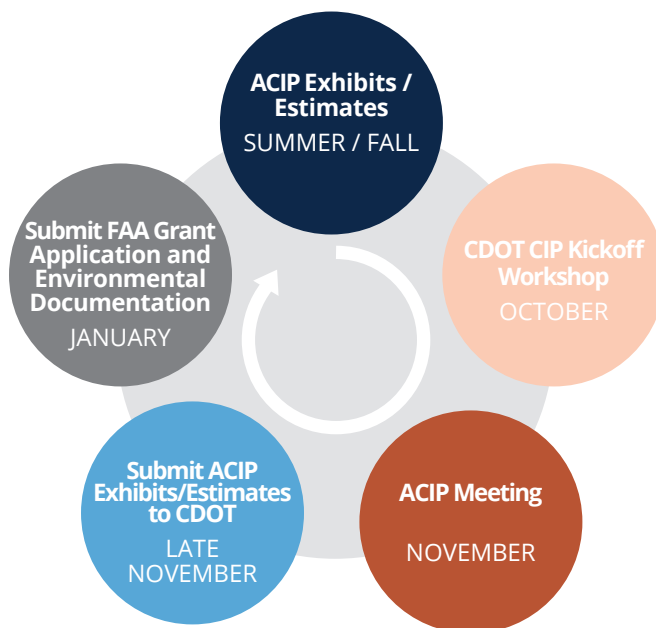
Every October, the CDOT CIP Kickoff Workshop marks the beginning of the Airport Capital Improvement Program (ACIP) planning season across Colorado. This event opens the WIMS portal, providing airports with a window to review and update their Capital Improvement Plans for the year ahead.

Garver is committed to preparing the initial drafts of ACIP exhibits and cost estimates ahead of this workshop. By having these materials ready, both Garver and GJRAA staff are well-equipped to discuss short- and long-term funding needs, covering the next five and ten years. Taking these steps assures both the FAA and CDOT that your airport is proactively planning for future projects and positions your community as well-prepared.

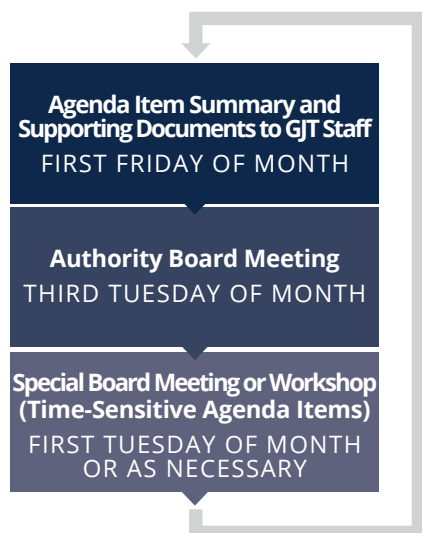
This approach also gives you greater flexibility in conversations with funding partners, offering more time for adjustments before the formal ACIP meeting with the FAA and CDOT, typically held from late October to mid-November. A visual overview of the standard ACIP cycle is provided above.

After the ACIP meeting, Garver will help make any necessary updates and provide finalized information to airport staff by late November. This ensures that ACIP exhibits and estimates, along with the online CDOT grant application, are submitted on time. In December and early January, the FAA and CDOT will work together to review and finalize ACIPs, with Garver supporting GJT staff in drafting FAA documents. This allows for the timely submission of both grant applications and environmental documents in early January, setting the stage for a successful year ahead.

## ACIP Cycle



## GJRAA Board Cycle



## GJRAA BOARD CYCLE

By far the most consistent cycle in the ACIP program management role will be the Grand Junction Regional Airport Authority's cycle. The GJRAA board meetings are integral to instilling a sense of confidence within residents of the City of Grand Junction and Mesa County that projects are being constructed in conformance with FAA standards and that the program schedule and funding are being closely scrutinized. Project-related items that must be approved by the GJRAA board are listed below, and the current monthly schedule of preparation deadlines and attendance of board meetings is shown in the graphic on the left.

### Project Items Presented to GJRAA Board

- Contracts
- Grant Applications
- Project Updates
- Consultant Invoices
- Contractor Pay Requests
- Grant Offers
- Award Recommendations
- Change Orders



*Lackland AFB Canine Training Center for the Transportation Security Administration*

### Familiarity with TSA and FAA TRANSPORTATION SECURITY ADMINISTRATION (TSA)

The Garver Team has an in-depth understanding of Transportation Security Administration (TSA) regulations and standards related to airport operations and development. We've worked with the TSA since its inception in 2001. As part of the design and construction of airport capital projects, we work closely with airport security and TSA staff members to make sure security requirements are carefully considered throughout the life of the project. We are fully aware of the regulatory approval timelines associated with obtaining a "change of conditions" (49 CFR 1542.107) for your Airport Security Program (ASP) and will plan ahead to make sure these regulatory approvals don't impact the project timeline.

Several Garver employees have prior experience working in airport operations and management and have served in roles related to airport security compliance with TSA regulations. Two Garver team members have completed the Airport Security Coordinator training required by the TSA.

### FEDERAL AVIATION ADMINISTRATION (FAA)

Garver's Aviation Team is well respected in the aviation community and well-versed in FAA regulations, policies, and procedures. We are always current on airport regulatory and funding issues and make it a top priority to seek out the latest information from the FAA, communicate it to our clients, and incorporate it into our designs. Garver provides continuous support throughout your projects, including assistance in all regulatory efforts. Garver has a thorough knowledge of the FAA Advisory Circulars (AC) for planning, design, and construction of airports. Garver's staff has taught seminars on ACs at FAA Partnership Conferences, and our aviation electrical team has worked directly with the FAA on airfield lighting AC drafts. This familiarity with FAA requirements helps our designs, construction phasing, and safety plans meet all applicable standards and keeps our projects on track.

#### *Assistance with AC Development*

Garver takes a leading role in developing ACs, and we guided the new AC language regarding taxiway fillet lighting designs. When the FAA hosted a presentation on taxiway fillet design to the airport regions, Garver's taxiway lighting layout schematics were used in the presentation.

#### *Draft AC Review*

FAA has issued a draft version of AC 150-5300-13B: Airport Design, and Garver's Aviation Team has completed a thorough review and sent consolidated comments to the FAA for consideration.

## Local Knowledge

Our staff has worked closely with the FAA Northwest Mountain Region's Denver Airports District Office, including GJT's FAA Program Manager Todd Minnich and Environmental Specialist Kandice Krull. Colin Bible and Roger Knobloch regularly coordinate with Storie of the Colorado Department of Transportation Aeronautics Division (CDOT Aeronautics) on ACIPs, grant applications, and grant drawdown requests. See below for additional examples of our local knowledge and expertise:

### CONTRACTOR OUTREACH

During the bidding phase of the two design projects this year, Garver emphasized contractor outreach, and Storie used our familiarity with local and regional contractors and suppliers to increase the number of plan holders on both projects. As a result, the airport received truly competitive bids: four bids on one project and two bids on the other.

### PREVIOUS SUCCESSFUL EXPERIENCE

Our team has a successful track record bringing projects in under budget while working with the FAA to help maximize any unused funds. Over the last several years, we have worked with the FAA to develop change orders and amend grants to maximize federal funds and minimize airport contributions.

### COLLABORATION WITH AIRPORT STAFF

We have worked with Director of Operations Dylan Heberlein to improve communication between subconsultants and contractors prior to any airfield operations, and we will bring these lessons learned to the program management role.

### REGULAR ATTENDANCE AT BOARD MEETINGS

During the last eight years, we have become a welcome and respected attendee at GJRAA board meetings and have provided project updates at almost 100 meetings.

## Familiarity with IIJA

Garver has a specialized team of airport project funding experts to help bridge any funding gaps. The Strategic Funding Team is an in-house Garver specialty that you won't find with many other engineering consultants. Megan McLellan is Garver's Strategic Funding Manager with 22 years of experience in airport grant and project administration, capital planning, and operations.

The Infrastructure Investment and Jobs Act (IIJA) provides airports with additional federal funding to better assist with aging infrastructure and capital improvement development—in addition to routine FAA funding. Our Strategic Funding team has extensive experience and understanding of the funding sources available to airports from IIJA, including Airport Infrastructure Grants (AIG), the Airport Terminal Program (ATP), and the Federal Contract Tower Program (FCT). This funding is a perfect fit for the projects needed at the airport and we are the team to continue to assist with maximizing these funds to its highest ability.

### Garver Aviation's Strategic Funding Team performs the following service for our clients:

- ▶ Provide assistance with project eligibility and justification
- ▶ Strategically match eligible projects to available funding sources, maximizing funding for projects
- ▶ Support and supply airports with funding, grant, and project administration materials
- ▶ Assist airports with FAA and state aviation agency coordination
- ▶ Handle full administrative project development needs, making sure everything runs smoothly and on time

### How Garver's Strategic Funding Team Has Made An Impact:



In FY24, Garver's clients were selected for **6 awards** from the FAA worth nearly **\$12 million in competitive discretionary funds**.

In FY23, Garver clients were selected to receive **8 FAA grants** worth over **\$14.5 million in competitive discretionary and supplemental discretionary funds**.





## PROJECT PROOF



### Garver's Track Record of Innovative Funding at GJT

In 2024, Garver helped the Grand Junction Regional Airport develop an innovative funding strategy to help save both time and significant cost for the runway replacement program. The subbase package was originally estimated to cost almost \$50M and to span three fiscal years of funding (FY 2024, FY 2025, and FY 2026). By working closely with the airport, the FAA, and the design engineers, Garver developed a strategy to package multiple years of work into a single product to achieve economies of scale, bringing the project in with a low bid of \$37.9M.

Although it is notoriously difficult to receive federal buy-in for multi-year funding, our team collaborated to devise a strategy that would allow one large construction contract to be executed over multiple years while aligning with annual funding availability. Additionally, the project received an end of year discretionary grant for over \$16M which allowed this project to be funded over two fiscal years instead of the original three.

### Familiarity with AIP

Garver's years of experience with FAA projects funded through the Airport Improvement Program (AIP) has given us insight into every aspect of the AIP process. This encompasses the concept/preliminary stages through close-out, including:

- Feasibility studies
- Benefit/cost analysis
- Preliminary and final design
- Bidding process
- Contract award
- Construction oversight/administration
- Grant closeout
- Master planning
- Environmental documentation

Our aviation team's depth of knowledge is derived from staff that have worked on airport projects within all nine FAA regions. Garver has drawn on this pool of experience to develop innovative solutions to project challenges across the country. We continue to improve our team, honing our skills from these experiences by constantly reviewing lessons learned and developing quality control checklists that are specifically designed for FAA projects. These checklists address all aspects of a project and incorporate the required steps of the sponsor (including sponsor certifications) and state aviation departments. Using these checklists makes certain our clients meet all applicable AIP grant assurances and do not endanger their projects' eligibility or funding sources.





## Garver's Quality Control Procedures



Our experience has taught us that dedicated quality control measures are some of the most essential services that we offer for our airport clients. Garver's **Total Quality Management** system is more than a set of policies and procedures that our clients could receive from any consultant. It's an integrated system of organized and interrelated activities that help assure design quality, stakeholder involvement, and client satisfaction.

Garver's **Total Quality Management** system includes six key components, which are integrated into one holistic approach to quality.

 Traditional Quality Control	VS	 Garver Total Quality Management
Standard processes are <b>general</b> and led by <b>design team</b>	<b>Standards and Requirements</b>	Standard processes are <b>specific</b> and led by <b>Quality Manager</b>
Documented in a <b>generic plan</b> and <b>static</b> throughout the project	<b>Quality Control Plan</b>	Documented in <b>project-specific PMP</b> and <b>reinforced</b> throughout the project
Reactive QA audits <b>only</b> when something <b>goes wrong</b>	<b>Quality Assurance and Auditing</b>	<b>Proactive QA audits</b> that identify and address QC issues <b>for every project</b>
Subconsultant's design goes through <b>their firm's internal QC process</b>	<b>Subconsultant Integration</b>	Subconsultant's design goes through <b>their firm's internal QC process</b> as well as <b>Garver's</b>
QC reviewers are <b>part of</b> the design team and <b>often do not include SMEs</b>	<b>Interdisciplinary and SME Reviews</b>	QC reviewers are <b>independent</b> of the design team and <b>include SMEs for specific project elements</b>
Traditional learning where knowledge is <b>not shared beyond design team</b>	<b>Continuous Learning/Improvement</b>	<b>Collaborative learning</b> where knowledge and lessons learned are <b>actively shared for all</b>

### Commitment to Safety

As needed, we will have our team security-trained and badged through Airport Security Coordinator Cameron Reece. We understand how important safety and security is at your airport, and we regularly have our staff trained and badged for Security Identification Display Areas (SIDA). Our vehicles can be marked and lighted, and our staff can be uniformed to meet the requirements at GJT.

Our staff is trained to properly use radios for ground control clearance into active aircraft operations areas (AOAs), and several of our team members are pilots. You can be confident that we will meet your safety and security requirements, which allows our staff to inspect your airport without undue oversight and escort from your busy staff.

We will also require communication with Airport Operations staff a minimum of 30 minutes before arrival for access to the AOA for all Garver employees, subconsultants, or anyone else on the project team, based on our familiarity with the preferences and practices of Director of Operations Dylan Heberlein.

Garver values and promotes a safe and healthy work environment. Safety training has been key to keeping Garver employees safe on the job. Garver employees receive training through both internal programs and client-required programs. Available training programs include OSHA-10, lockout/tagout; personal protective equipment; proper lifting techniques; fork truck safety; fire response training; fire extinguisher training; arc flash hazard training; office-specific disaster response training; and confined space entry, among others. In addition, each office location has a personalized emergency action plan that is updated annually.

# Proposed Organization



At Garver, we pride ourselves on exceeding our clients' expectations and responding to questions and issues quickly. Our staff includes the experienced professionals needed to accomplish your program goals, plus the support personnel available to help your program run smoothly. In short, our large staff, regional coverage, and depth of expertise and experience in a broad range of disciplines give us ample capacity to manage your ACIP and additional services.

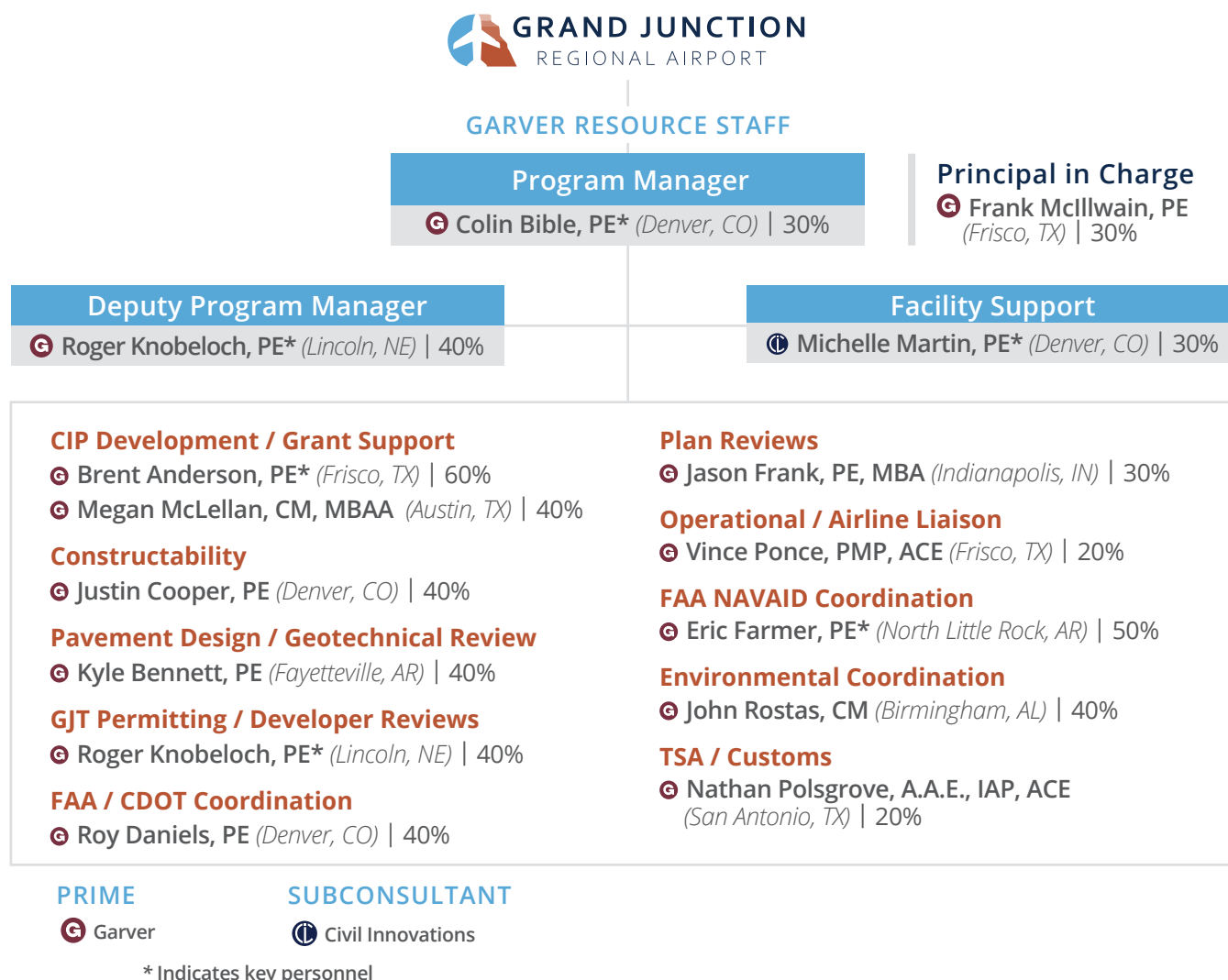
## Organizational Chart of the GJRAA ACIP Team



## The Garver Team

In addition to Colin Bible as your dedicated Program Manager, your team for this contract includes the full support of Garver Aviation and our subconsultant partner. The organizational chart below clearly indicates that Garver has the capacity, availability, and expertise to provide quality program management services for GJRAA. Personnel availability is listed as a percentage next to each team member.

## Organizational Chart of the Garver Team



## SUBCONSULTANTS

With management experience gained from successfully completing hundreds of aviation projects, Garver is uniquely qualified to perform nearly all of the tasks for the project. However, for this contract, we have augmented our team with facility support experts, Civil Innovations, to complement our in-house aviation engineering and construction management disciplines. Civil Innovations will serve as a cohesive extension of the Garver staff, adding tangible value to the overall team and the deliverables we provide for GJT.



Civil Innovations is a company specializing in transportation and aviation infrastructure management. They serve as program managers, project managers, and owners' representatives. They help owners to achieve their infrastructure goals by assisting them in identifying issues and finding innovative solutions.

**Garver and Civil Innovations are providing project management and construction oversight on various infrastructure projects at DEN.**



### UAL Flight Training Center Building H Denver International Airport (DEN)

Civil Innovations worked as owner's representatives to oversee the procurement of a design-build team, as well as the design, construction, commissioning, and closeout on this \$146M Building H project. This project was a 150,000-square-foot expansion of the flight training facility and was built on a very constrained schedule. It was finished on time and under budget.

**Civil Innovations has worked on over 40 projects for United Airlines at DEN and other hubs since they started in May 2021.** The projects at DEN include 24 projects from small tenant improvement projects to the \$41M Gate of the Future project, the Remote Aircraft Parking Pad, the Great Hall project, and work at the United Hangar.

The Civil Innovations projects at the United Aviate Academy in Goodyear (GYR) Arizona included managing the master planning effort for the academy, oversight of design, construction, and closeout of the tenant improvements. This included 10 projects totaling \$17M—from bathroom construction, roof replacements, cooling tower installation, campus lighting, sewer lining projects, and tenant improvements.

**Our firms have developed synergy and streamlined processes for information sharing to maintain schedules and stay within budget.**

### Timely and Efficient Services

For the past five years, we have relied on a robust array of internal mechanisms and controls in this role, carefully refining and customizing each process to best serve GJT. These strategies are designed to make sure that every engagement is delivered on time and with maximum efficiency. Through meticulous planning, proactive monitoring, and clear communication protocols, we support seamless project execution and consistently meet client expectations. **The following key strategies illustrate how our tailored internal systems safeguard the timely and effective provision of client services.**

**Project Planning and Scheduling:** Develop detailed timelines, milestones, and resource allocations for each engagement, making sure all team members are clear on deadlines and responsibilities.

**Standard Operating Procedures (SOPs):** Establish and document formal processes for all service delivery steps to foster consistency and efficiency.

**Progress Scheduling Tools:** Utilize scheduling software to monitor real-time progress, identify potential bottlenecks, and adjust resources as needed.

**Regular Status Meetings:** Hold periodic internal check-ins to update project status, address challenges, and recalibrate strategies to stay on schedule.

**Escalation Protocols:** Define clear procedures for escalating issues or delays to management for prompt resolution before deadlines are jeopardized.

**Risk Management Framework:** Identify, assess, and monitor risks to delivery timelines and develop contingency plans to mitigate those risks.

**Resource Management System:** Track availability and capacity of staff, making sure critical roles are covered and workloads are balanced to prevent delays.

**Quality Assurance Checkpoints:** Implement interim reviews and quality checks throughout the project lifecycle, catching issues early to avoid rework and last-minute rushes.

**Client Communication Protocols:** Maintain regular, proactive communication with clients to clarify expectations, gather timely feedback, and swiftly manage scope changes.

## Workload and Availability

Our team is located in the Denver area and will also have access, as needed, to Garver's nearly 1,500 professionals, in addition to our teaming partner's local professionals, for the GJT services included in this contract. Our team meets bi-weekly to assess workload and aligns resources to meet project schedules. We have the ability to adjust any individual team member's workload, using the support of Garver's 61 offices. This allows us to balance workloads, freeing our team's key personnel to respond on short notice, if needed, and meet your schedules. Our formal processes of tracking workload will make certain that our program manager and the other team members will be available for program coordination and communication to complete program elements within the required time frame.

Our large staff, local presence, and depth of expertise and experience give us ample capacity to satisfy your requirements, and our company-wide resources are available to expedite your work and solve your specific program needs during each phase of the program. We have the technical capabilities to complete your program successfully, but more importantly, we have the capacity to maintain your program as a high priority to meet all program schedules and provide the level of service that we commit to in this document.

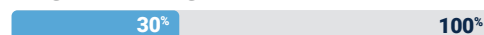
### Availability of Proposed Key Staff

Available Committed

\* Availability shown includes capacity currently committed to the GJT ACIP Manager Role

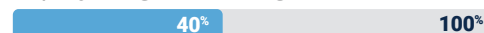
#### Colin Bible, PE\*

Program Manager



#### Roger Knobloch, PE\*

Deputy Program Manager



#### Brent Anderson, PE\*

CIP Development/Grant Support



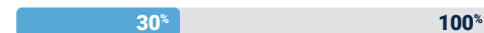
#### Eric Farmer, PE

FAA NAVAID Coordination

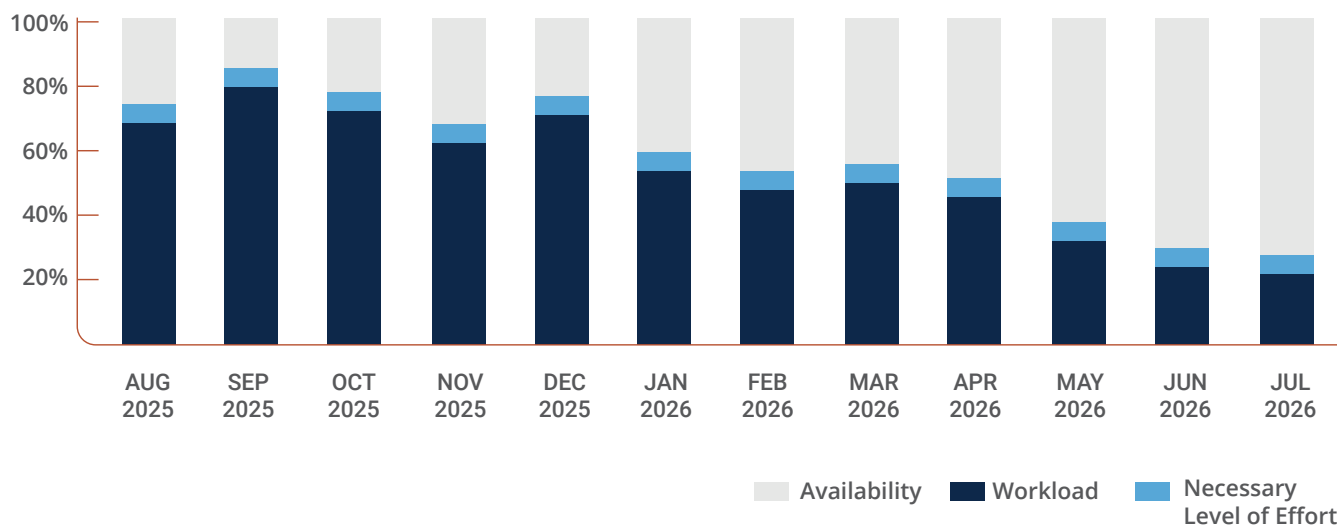


#### Michelle Martin, PE

Facility Support



### GARVER WORKLOAD PROJECTION





## COLIN BIBLE <sup>PE</sup>

### PROGRAM MANAGER



► **20** Years of Experience

#### EDUCATION

Bachelor of Science,  
Civil Engineering

#### REGISTRATION

Professional Engineer,  
CO, 0052173

#### LOCATION

Denver, CO

#### AVAILABILITY

30%

Colin Bible is a Vice President and Garver Aviation leader with 20 years of experience. Having spent his entire career working on airports and exclusively dedicated to airfield improvement projects, Colin has designed projects at more than 70 airports, including airfield pavement rehabilitations, new runways and taxiways, runway and taxiway extensions, apron construction, hangar taxiways and aprons, airfield drainage improvements, perimeter fencing, airport roads, and utility relocations. He has a comprehensive understanding of the FAA Advisory Circulars for airfield design. Colin has also designed and provided construction management services for airport improvements projects. His construction management experience strengthens his designs, which gives him a greater understanding of the importance of construction safety and phasing and the constraints placed on the contractor in the construction environment.

#### EXPERIENCE

##### ACIP Program Manager

*Grand Junction  
Regional Airport*

Grand Junction, CO

Program Manager responsible for the relocation of the primary commercial service Runway 11-29, supervising over \$200M in improvements over a 10-year time frame. The goal of this effort is to relocate the runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities.

##### West Terminal Apron

*Grand Junction  
Regional Airport*

Grand Junction, CO

Project Director responsible for providing oversight for the design and bidding phase services for a new run-up pad including construction of new concrete pavement with a connection to Taxiway A, additions to the existing MITL system, and drainage improvements

##### Taxiway EE

*Denver International Airport*

Denver, CO

Senior Project Manager responsible for quality control review and construction phase services for project that included over 5,000 linear feet of new taxiway constructed on the eastern side of the airfield to provide uninterrupted access to Runway 17L. This project also included relocation of FAA equipment, Franchise electrical lines, complex phasing, and required over 800,000 CY of unclassified excavation.





## ROGER KNOBLOCH <sup>PE</sup>

### DEPUTY PROGRAM MANAGER



▶ **17** Years of Experience

#### EDUCATION

Master of Science,  
Engineering,  
Environmental Impact,  
and Risk Assessment

Bachelor of Science,  
Civil Engineering

#### REGISTRATION

Professional Engineer,  
CO, 0069501

#### LOCATION

Lincoln, NE

#### AVAILABILITY

40%

For more than 17 years, Roger has been dedicated to the aviation industry. As a former United States Air Force C-130 pilot, Roger is a commercial and multi-engine rated pilot. His combined experience as a pilot and professional engineer provides a unique perspective as he assists owners in managing their airport development projects. Roger leads our project teams from a pilot's perspective helping convey the "why." His project experience includes a wide variety of planning, design, and construction administration across the country at Part 139 commercial service and general aviation airports, including FAA AIP and privately funded airside and landside development projects.

#### EXPERIENCE

##### Airfield Design for New Terminal

*Kansas City International  
Airport*

Kansas City, MO

Project Engineer responsible for airside civil terminal demolition design including utility, lighting, apron pavement and AOA security fencing, subconsultant coordination. Responsibilities also include RFI & submittal response coordination for new terminal construction.

##### Passenger Boarding Bridge Program Management Support

*Grand Junction  
Regional Airport*

Grand Junction, CO

Project Engineer responsible for design coordination including quality control review, construction safety and phasing plan (CSPP), coordinating and aligning bid documents with local procedures, grant administration and coordination tasks as needed to facilitate timely project execution.

##### Terminal Parking Lot Expansion

*Grand Junction  
Regional Airport*

Grand Junction, CO

Project Engineer that provided conceptual coordination, led the design coordination and construction oversight of terminal parking expansion, coordinated and ensured local permitting compliance. The project will deliver over 300 additional parking spaces necessary for seasonal capacity needs.

##### Northeast Hangar Complex

*Greeley-Weld County Airport*

Greeley, CO

Project Manager responsible for conceptual coordination of layout of taxiways, roadways, and utilities, leading the design of the taxiway after the concept deliverable, and currently managing phase 1 of 3 of the taxiway system construction administration and construction observation.



## BRENT ANDERSON <sup>PE</sup>



### CIP DEVELOPMENT/GRANT SUPPORT

► **19** Years of Experience

#### EDUCATION

Bachelor of Science,  
Civil Engineering

#### REGISTRATION

Professional Engineer,  
TX, 114058

Instrument Rated Pilot

#### LOCATION

Frisco, TX

#### AVAILABILITY

60%

Brent Anderson is a Program Management Director on Garver's Aviation Team with 19 years of experience as a civil engineer. He has managed the design and construction of a wide variety of projects at airports to municipal streets and utility improvements. Brent has previously served on the engineering staff at two mid-sized cities in Texas where he was responsible for programming and executing mobility, utility, and facilities projects. He specializes in the development of program management tools focused on enhancing stakeholder communication and mitigating project risks with the goal of delivering increased certainty and success to project owners. As an instrument rated pilot, Brent brings a pilot's perspective to overcoming the potential challenges that airfield construction projects might encounter.

#### EXPERIENCE

##### ACIP Program Manager

*Grand Junction  
Regional Airport*

Grand Junction, CO

- CIP/Grant Support Project Manager responsible for financial modeling and program tools assisting the program team accomplishing the relocation of the primary commercial service Runway 11-29, which includes over \$200M in improvements over a 10-year time frame. The goal of this effort is to relocate the runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities.

##### Terminal Program ATR

*Cincinnati /Northern Kentucky  
International Airport*

Covington, KY

- Program Manager responsible for providing airline technical representative services for the nearly one billion-dollar Elevate CVG Terminal Modernization Program.

##### Bond Program Management\*

*City of Denton, TX*

Denton, TX

- Program Manager responsible for providing program management and construction management oversight for a \$220M municipal bond program that included full reconstruction of 400 street segments along with associated utility infrastructure replacements.

##### Eastside Programming

*McKinney National Airport*

McKinney, TX

- Program Manager and alternative delivery advisory support creating the programming documents to support a series of studies aimed at investigating the feasibility of a \$350M capital program to construct a 4-gate commercial service terminal on the east side of the airport. Responsible for walking alongside consulting partners to perform detailed market analysis, economic impact studies, and environmental assessment to provide the burden of proof required to advance the program through multiple levels of city council and bond committee approvals.

\* Indicates individual experience prior to joining Garver





## ERIC FARMER <sup>PE</sup>

### FAA NAVAID COORDINATION



▶ **33** Years of Experience

#### EDUCATION

Bachelor of Science,  
Electrical Engineering

#### REGISTRATION

Professional Engineer,  
CO, 0040002

OSHA 10-hour  
Construction Safety  
and Health

ADB Certified Airfield  
Professional, Airfield  
Lighting

#### LOCATION

North Little Rock, AR

#### AVAILABILITY

50%

Eric Farmer is the Aviation Electrical Director and a senior project manager on Garver's Aviation Team with 33 years of experience at more than 100 airports nationwide. As an aviation lighting subject matter expert, he has presented at annual aviation conferences and directly supported the FAA in updates and improvements to national design guidelines. He has a passion for finding solutions to unique electrical, lighting, and technology challenges for clients, demonstrated by multiple ACEC and IES awards earned throughout his career. In 2008, Eric was honored by being included in the Consulting-Specifying Engineer 40 Under 40. He continues his mission to advance and support the aviation and electrical industries by being an active member in multiple professional organizations.

#### EXPERIENCE

##### NAVAIDs and Other Improvements

*Clinton National Airport*

Little Rock, AR

Senior Project Manager responsible for performing electrical design and construction support work. This project included the installation of elevated and in-pavement LED taxiway edge lighting systems; LED taxiway centerline lighting systems; runway and taxiway LED guidance signs; modifications and updates to the airfield lighting control and monitoring system (ALCMS); and associated electrical vault improvements. The project also included separate ALCMS sole source provider system updates and equipment procurement services and specific photometric testing of the LED lighting system.

##### Runway 25 Extension

*Fort Smith Regional Airport*

Fort Smith, AR

Electrical Engineer responsible for the design and quality control reviews for the FSM Runway Extension and associated FAA NAVAID relocations. Responsibilities included FAA coordination for technical design, reimbursable agreements, and construction efforts. Tasks included reviewing NAVAID relocation plans that included a new MALSR system, new ILS localizer, new ILS glide slope, relocating a localizer, relocating a PAPI system, and relocating an RVR - along with corresponding shelters, power distribution, and control cabling and duct banks. Additional efforts included electrical utility coordination and coordination with CMAR contractor for the overall project.



## MICHELLE MARTIN <sup>PE</sup>



### FACILITY SUPPORT

▶ **30** Years of Experience

#### EDUCATION

Bachelor of Science,  
Civil Engineering

#### REGISTRATION

Professional Engineer,  
CO, 0043306

#### LOCATION

Denver, CO

#### AVAILABILITY

30%

An accomplished engineer and business leader with over 30 years in infrastructure, Michelle Martin has extensive experience in the transportation and aviation industries. During her tenure as Director of Infrastructure and Acting Senior Director of Airport Infrastructure Management with Denver International Airport (DEN) she coordinated and managed the airport's airfield and landside operations to ensure that the airport operated safely and efficiently, and in compliance with FAA regulations. Michelle leads all projects to success by bringing a wealth of transferable skills, including outstanding interpersonal skills, leadership, and excellent organization. She can manage a diverse group of people, projects, and stakeholders to maintain and improve upon current airport infrastructure. Michelle is experienced in all phases of project management, including design development, budgeting, estimating, and construction. She is an excellent strategist with the ability to quickly identify problem areas, gain consensus, and implement effective solutions.

#### EXPERIENCE

##### Flight Training Center Expansion Building H Construction *United Airlines*

Denver, CO

- Owner's Program Management Team, responsible for establishing a project management plan in accordance with strict design standards for the flight simulators and the City & County of Denver requirements to construct a new, 150,000 SF building, housing 12 full-motion flight simulators, 12 fixed training devices, classrooms, briefing room, conference rooms, and office spaces. Responsible for design review and construction of H building. Coordination of each phase of design/build process, scope of work, construction management, financial accountability, contractor and vendor oversight, and quality assurance.

##### United Aviate Academy Campus *United Airlines*

Goodyear, AZ

- Program Management Team managing multiple design and construction projects for the United Aviate Academy campus. Projects include renovation of several buildings, including dormitories, hangar, and office facilities. The campus consists of approximately 28 acres of land and 12 buildings.

##### Pedestrian Gate Relocation *United Airlines*

Denver, CO

- Assess and improve pedestrian access to the FTC to preserve safety, improve efficiency, security and reduce impacts to daily training operations. Monitor project progress, review designs, reports and analyses, assess reasonableness of infrastructure costs, and coordinate safety and security design, for the relocation of the pedestrian gate.

# Project Approach/ Methodology

## Approach for Development and Implementation of Scopes of Work, Plans, Budgets, and Schedules for Capital Programs

The effective delivery of airport capital programs requires not only technical expertise but also a proven methodology for managing scope, plans, budgets, and schedules. At Garver, we have built a reputation grounded in a commitment to strategic planning, stakeholder alignment, and adaptive execution. Our approach leverages a balance of disciplined project management and flexibility to respond to the unique needs of each airport project, making sure that objectives are met and value is maximized.



*Grand Junction Regional Airport Runway 4-22 Site Visit*

## Scope Development with the Program Goals in Mind

At the heart of every well-led airport capital program is a clear, shared vision. We begin by establishing a comprehensive understanding of the program's ultimate goals, whether that is operational efficiency, passenger experience, safety enhancements, or future-proofing infrastructure. This foundational step guides every aspect of development, from conceptual design through final commissioning.

- **VISIONING WORKSHOPS:** We conduct collaborative workshops with airport leadership and key stakeholders to articulate the program's desired outcomes. These sessions foster consensus and establish a "beacon" for all subsequent planning and decision-making.
- **DEFINING SUCCESS METRICS:** By outlining specific, measurable indicators of success, Garver makes sure that all project components directly support the overarching mission.
- **RISK AND OPPORTUNITY ASSESSMENT:** Early identification of opportunities and potential roadblocks enables us to proactively incorporate risk mitigation and value engineering into the program.



## Alignment with Stakeholders

A cornerstone of Garver's approach is the alignment of goals, expectations, and communication among diverse stakeholder groups. Airports are complex ecosystems, and capital programs can affect a wide array of users, from regulatory agencies and tenants to airlines and the traveling public.

- **STAKEHOLDER OUTREACH:** Garver identifies all stakeholders, assessing their roles, interests, and influence on the project. This allows for inclusive engagement and preempts conflicts. Additionally, we provide regular, transparent communication with standing meetings and issue timely updates to keep everyone informed and engaged.
- **REGULATORY AND COMMUNITY COORDINATION:** Garver works closely with the FAA, CDOT, and local authorities to make sure that all regulatory requirements are integrated, while also engaging with the community to build support and address concerns.
- **EXTERNAL ENGAGEMENT:** Our team understands the role we play in informing the City of Grand Junction, Mesa County, and the Grand Junction Regional Airport Authority about projects and how they fit into the larger program as well as receiving and implementing feedback from these decision makers.

## Developing Clear Schedule and Budget Goals with the Design Team

Realistic, transparent budgeting and scheduling are critical to the success of airport capital programs. Garver's integrated design and project management teams work in concert to develop robust plans that are both ambitious and achievable.

- **COLLABORATIVE GOAL SETTING:** At project inception, we bring together design professionals, estimators, and construction managers to develop cost models and milestone schedules aligned with the project goals and constraints.
- **VALUE-BASED BUDGETING:** Our approach emphasizes maximizing value within the available budget, considering life-cycle costs, operational impacts, and future scalability.
- **BENCHMARKING AND HISTORICAL ANALYSIS:** Garver leverages data from past projects to inform cost and schedule estimates, allowing for more accurate forecasting and contingency planning.
- **SCHEDULE INTEGRATION:** The schedule is integrated with the design and construction plan, identifying critical paths and potential bottlenecks. We utilize advanced scheduling software and collaborative planning sessions to optimize sequencing, minimize disruptions, and make sure all team members are aligned.
- **CONTINUOUS MONITORING:** Throughout the project, we employ earned value management and regular reporting to track performance against budget and schedule, enabling timely corrective actions if needed.



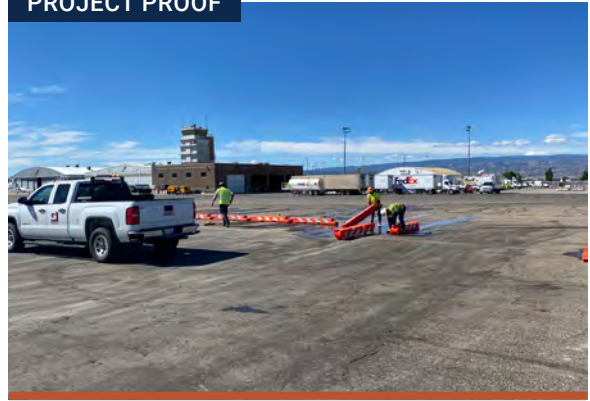
## Ensuring On-Time, On-Budget, High-Quality Capital Projects

Garver is committed to completing your projects on time and within budget. As seasoned engineers and project managers, we realize our service to you is more than just a set of plans; we are your partner in meeting the needs of your airport users. Aggressive effort toward a thorough design review and smooth construction oversight means efficient design and quick construction, which gives the users of your airport reason to support future airport improvements.

Garver has an excellent reputation for providing high-quality project delivery, clear and consistent communication, and attention to performance schedules and budgets. Our excellent record of successfully completing projects on time and within budget is due to realistic project scheduling and our ability to foresee and mitigate potential obstacles during design and construction.

Before scoping a project, we determine what approach will best fulfill your needs in the short-term and be cost effective for its entire lifetime. We will diligently develop project scopes that minimize the risk of project amendments and will continually look at the big picture of the program needs. This diligence, combined with Garver's successful record of dealing with and meeting the regulatory requirements, helps us deliver quality projects on time and within budget. The table below lists some recent examples of Garver's ability to maintain project budgets.

## PROJECT PROOF



### Garver's Ability to Meet Aggressive Schedules

Working closely with Todd Minnich at the Airport District Office (ADO), Garver set its sights on accelerating the NAVAIDs and Procedures opening date at Grand Junction Regional Airport (GJT) to October 2028—an ambitious target that required significant collaboration. After securing the Air Traffic Organization's (ATO) support for this early timeline, Garver teamed up with Todd to advocate for additional funding from the Denver ADO, giving the project an opportunity to be positioned to receive early funding and meet its aggressive schedule.

## Garver's Examples of Successfully Maintaining Project Budgets

Project	Engineer's Estimate	Awarded Bid Amount	Final Contract Amount	% Award to Estimate	% Final to Award	# Change Orders
<b>Grand Junction Regional Airport</b> <i>Taxiway Alpha Rehabilitation</i>	\$1,344,100	\$1,289,030	\$1,186,370	-4.09	-7.96	2
<b>Grand Junction Regional Airport</b> <i>East Terminal Apron</i>	\$3,238,329	\$4,278,834	\$3,148,240	32.13	-26.42	4
<b>Huntsville International Airport</b> <i>Runway 18R-36L Rehabilitation</i>	\$26,026,414	\$22,182,986	\$21,824,648	-14.76	-1.61	9
<b>Killeen Regional Airport</b> <i>Corporate Aviation Hangar/Terminal</i>	\$5,999,000	\$4,733,328	\$4,709,828	-21.09	-0.49	5
<b>Corpus Christi International Airport</b> <i>Improve Terminal Building - PBB</i>	\$4,890,300	\$4,422,288	\$4,297,288	-9.57	-2.82	1
<b>Northwest Arkansas National Airport</b> <i>Concourse A North Apron Expansion</i>	\$6,965,677	\$5,331,044	\$5,190,293	-23.46	-2.64	7

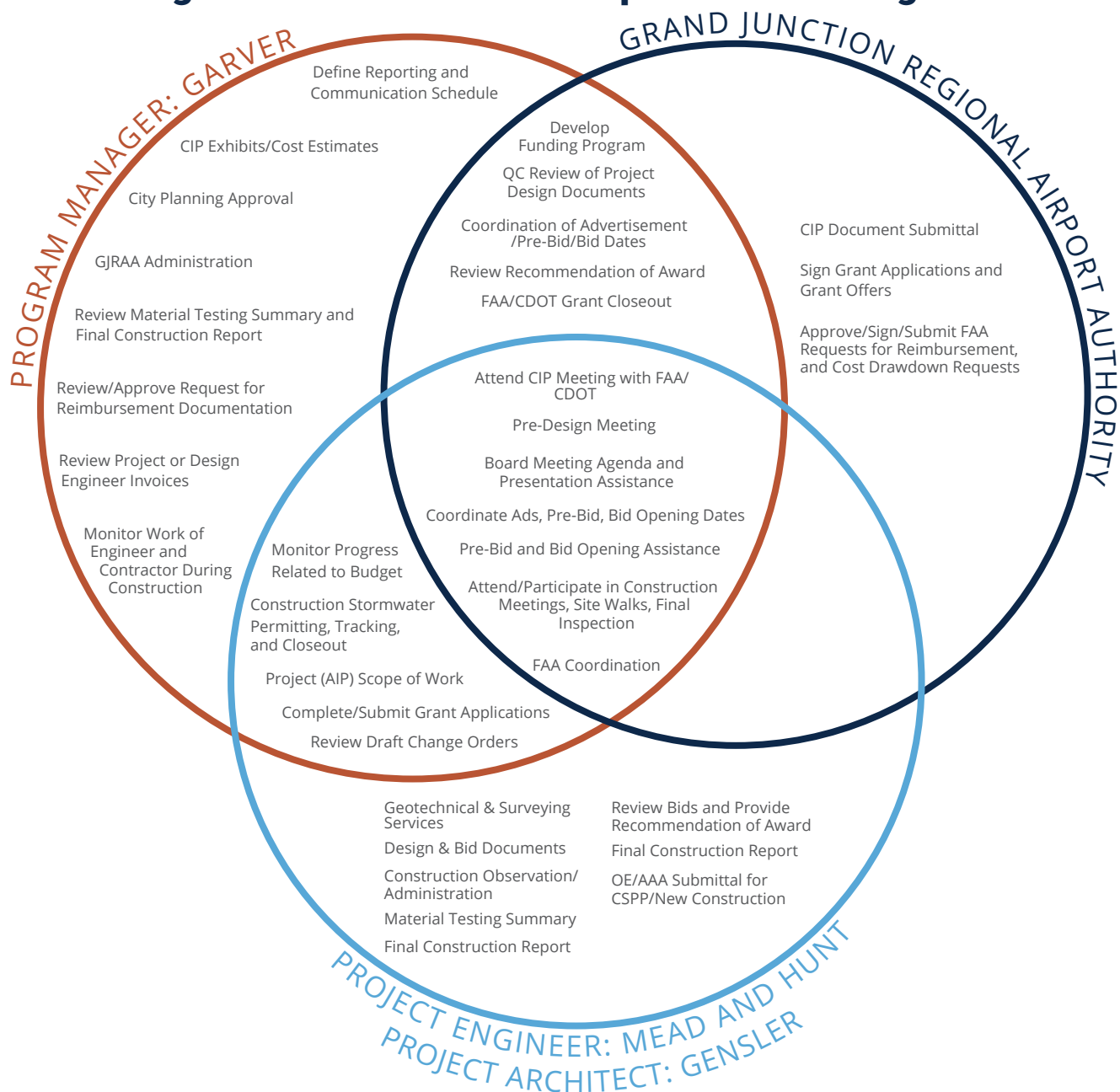
## Roles and Responsibilities

We understand that the program manager has several key roles including:

- Developing and implementing a plan for the ACIP, including a detailed schedule.
- Developing procedures and standards for the planning, coordination, and administration of the ACIP.
- Serving as the owner's representative to protect GJRAA's and GJT's interests.
- Identifying/assisting GJRAA to manage risks related to cost, schedule, compliance, contracts, stakeholder communication, and safety in capital projects.

In addition to these roles, we understand that the Grand Junction Regional Airport Authority needs an ACIP program manager who will lead seamless collaboration with GJRAA staff and the project engineer, Mead & Hunt, and the Project Architect, Gensler. The graphic below provides an overview of the various roles and responsibilities among GJRAA, the architects and engineer, and Garver as Program Manager, along with the ways in which we anticipate these roles to overlap and intersect.

### Program Team Roles and Responsibilities Diagram



## Communication and Coordination

We understand that for a project to be successful, consistent communication, coordination, and collaboration among the design team and stakeholders is imperative. We recognize that airfield projects at GJT have many stakeholders, including the GJRAA, airport administration, airport operations, FAA ADO, ATCT, airlines, tenants, and so forth. Our communication plan is founded on extensive experience working with airports and engaging stakeholders with the following approach:

- Develop a project executive team that consists of representatives from the key stakeholders.
- Set project goals to identify the communication process, decision process, project scope, project schedule, and project outcomes.
- Conduct regular meetings with the project executive team to update them on progress, decisions needed, and outstanding issues. We will also define action items, identify responsible parties, and set due dates to maintain the project schedule.
- Conduct project phasing meetings with airport operations early and often.
- Conduct design submittal meetings after each submittal to walk through the plans and specifications with the project executive team. We will also discuss review comments and get consensus on conflicting comments.
- Produce executive presentations and summaries for your staff that can be used to update tenants, airlines, the airport board, city council, and/or other stakeholders.
- Collaborate with contractors to help make the process clear and transparent and to minimize sticking points and delays.

We have implemented this communication strategy on our current role as the Program Manager at GJT and successfully facilitated communication among stakeholders that has resulted in gaining consensus, making decisions, maintaining project schedules, and completing projects. The Garver Team possesses all the keys to accomplishing effective communication and collaboration: direct experience from recent and current work on GJT projects, and established relationships with the key stakeholders.



The Garver Team has proven to be a valuable partner throughout the construction of Taxiway EE. The Team is committed to providing outstanding communication and coordination. Garver's proactive approach has provided timely resolution of issues and has kept the project trending ahead of schedule and under budget.

### **BRENT NICHOLS, PE**

Senior Engineer  
Denver International Airport

### Managing Complex Airfield Construction Projects

The success of this program will depend on a program manager with extensive experience managing complex airfield construction projects. The Garver Team has unique qualifications and experience in this area, including the following:

- We utilize effective communication throughout design and construction.
- We have a strong record of accomplishing large, complex airfield projects as well as a proven approach to design at GJT and multiple similar airports.
- We bring extensive experience working with GJRAA and the City of Grand Junction.
- We have demonstrated the use of successful conflict management tactics.
- We approach design in alternative, innovative ways.
- We have experience working with numerous regional, state, and federal agencies.

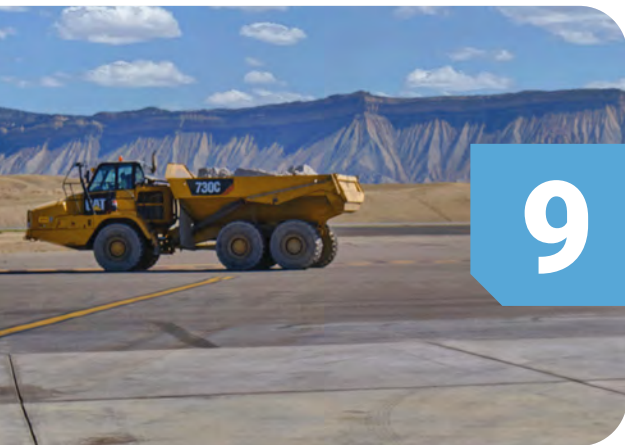
The project examples provided in this statement of qualifications exemplify Garver's depth of expertise and experience in a broad range of airport projects. Our proven process to achieve a final design concept has established Garver's excellent reputation for meeting project budgets and schedules.

### Conclusion

Garver's approach is purpose-driven, collaborative, and resilient. By beginning with a clear program goal, aligning thoroughly with all stakeholders, setting transparent and achievable schedules and budgets with the design team, and maintaining a disciplined flexibility, Garver consistently delivers airport projects that meet objectives and exceed expectations. This commitment to excellence and adaptability not only supports the immediate goals of airport clients but also lays the groundwork for sustainable, long-term success in a rapidly evolving aviation landscape.







## Comments on Contract

# Comments on Contract

Garver requests the following items to be reserved for discussion prior to execution of the final agreement:

- Warranty/Standard of Care
- Taxes
- Indemnification
- Audit
- Force Majeure
- Limitation of Liability
- Mutual Waiver of Consequential Damages
- Equitable Adjustment



**EXHIBIT C**  
**CONSULTANT COMPENSATION**

**EXHIBIT D**  
**REQUIRED FEDERAL CONTRACT PROVISIONS**

**ARTICLE 1**  
**ACCESS TO RECORDS AND REPORTS**

1.1 The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Authority, the Federal Aviation Administration, the Transportation Security Administration, the Comptroller General of the United States, the Colorado Department of Transportation Division of Aeronautics or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

**ARTICLE 2**  
**[RESERVED]**

**ARTICLE 3**  
**CIVIL RIGHTS GENERAL**

3.1 The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin (including limited English proficiency), sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

3.2 This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

**ARTICLE 4**  
**CIVIL RIGHTS TITLE VI ASSURANCES**  
**Compliance with Nondiscrimination Requirements**

4.1 During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

4.1.1 Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

4.1.2 Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

4.1.3 Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

4.1.4 Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

4.1.5 Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

4.1.6 Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or

supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## **ARTICLE 5**

### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

5.1 During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

5.1.1 Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

5.1.2 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

5.1.3 The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

5.1.4 Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;

5.1.5 The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

5.1.6 Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

5.1.7 The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

5.1.8 Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

5.1.9 The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

5.1.10 Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

## **ARTICLE 6**

### **CLEAN AIR/WATER POLLUTION CONTROL**

6.1 Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC § 740-7671q) and the Federal Water Pollution Control Act as amended (33 USC § 1251-1387). The Contractor agrees to report any violation to the Authority immediately upon discovery. The Authority assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

6.2 Contractor must include this requirement in all subcontracts that exceeds \$150,000.

## **ARTICLE 7**

### **DEBARMENT AND SUSPENSION**

7.1 The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

7.1.1 Checking the System for Award Management at website: <http://www.sam.gov>.

7.1.2 Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.

7.1.3 Inserting a clause or condition in the covered transaction with the lower tier contract.

7.2 If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.



## **ARTICLE 8**

### **DISADVANTAGED BUSINESS ENTERPRISE**

8.1 The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of Department of Transportation-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate, which may include, but is not limited to:

8.1.1 Withholding monthly progress payments;

8.1.2 Assessing sanctions;

8.1.3 Liquidated damages; and/or

8.1.4 Disqualifying the Contractor from future bidding as non-responsible.

8.2 Prompt Payment (§26.29) – The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the Authority. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Authority. This clause applies to both DBE and non-DBE subcontractors.

## **ARTICLE 9**

### **DISTRACTED DRIVING**

9.1 In accordance with Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving”, (10/1/2009) and DOT Order 3902.10, “Text Messaging While Driving”, (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

9.2 In support of this initiative, the Authority encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 that involve driving a motor vehicle in performance of work activities associated with the project.

## **ARTICLE 10**

### **ENERGY CONSERVATION REQUIREMENTS**

10.1 Contractor and Subcontractors agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201*et seq.*).

## **ARTICLE 11**

### **FEDERAL FAIR LABOR STANDARDS ACT**

11.1 All contracts and subcontracts that result from this contract incorporate by reference the provisions of 29 U.S.C. Section 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

11.2 The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **ARTICLE 12**

### **FOREIGN TRADE RESTRICTIONS**

12.1 By submission of contract, the contractor certifies that with respect to this contract and any resultant contract, the contractor –

12.1.1 is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);

12.1.2 has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

12.1.3 has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

12.2 This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

12.3 The contractor must provide immediate written notice to the Authority if the contractor learns that its certification or that of a subconsultants was erroneous when submitted or

has become erroneous by reason of changed circumstances. The contractor must require subcontractors provide immediate written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

12.4 Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

12.4.1 who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or

12.4.2 whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or

12.4.3 who incorporates in the public works project any product of a foreign country on such USTR list.

12.5 Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

12.6 The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

12.7 This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Authority cancellation of the contract or subcontract for default at no cost to the Authority or the FAA.

## **ARTICLE 13**

### **LOBBYING FEDERAL EMPLOYEES**

13.1 The contractor certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

13.1.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of

Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

13.1.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

13.1.3 The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

13.2 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **ARTICLE 14**

### **OCCUPATION SAFETY AND HEALTH ACT**

14.1 All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **ARTICLE 15**

### **TAX DELINQUENCY AND FELONY CONVICTION**

15.1 The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees

that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

### **Certifications**

1. The applicant represents that it is ( ✓ ) is not ( ✓ ) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
2. The applicant represents that it is ( ✓ ) is not ( ✓ ) a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

**Note:** If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the Authority about its tax liability or conviction to the Authority, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

### **Term Definitions**

**Felony conviction:** Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

**Tax Delinquency:** A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

## **ARTICLE 16 VETERAN'S PREFERENCE**

16.1 In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all subcontractors must give preference to covered veterans as defined within Title 49 U.S.C. Section 47112(c). Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference

only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

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

TOPIC:	2024 Audit Acceptance		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Accept the 2024 audited financial statements and supplemental schedules of the Grand Junction Regional Airport Authority.		
SUMMARY:	<p>The Airport staff and the Finance and Audit Committee have reviewed the draft and recommend acceptance of the reports from Plante Moran.</p> <p>The following is a summary of significant audit findings and opinions issued with the 2024 financial statement audit:</p> <ul style="list-style-type: none"><li>- Plante Moran is issuing an unmodified opinion.</li><li>- There were no material weaknesses identified</li><li>- There were no findings reported under Uniform Grant Guidance (Airport Improvement Program)</li><li>- There were no findings reported over the Passenger Facility Charge Program</li><li>- No financial statement adjustments were identified during the audit that required posting to the financial statements.</li></ul> <p>Following acceptance by the Board, the Audited financial statements will be provided to the Office of the State Auditor, the Federal Audit Clearing House, the Federal Aviation Administration, and the Electronic Municipal Market Access system to satisfy all regulatory requirements.</p>		
REVIEWED BY:	Chief Executive Officer and Finance and Audit Committee		
FISCAL IMPACT:	N/A		
ATTACHMENTS:	Final Draft of the Audited Financial Statements		
STAFF CONTACT:	Sarah Menge 970-248-8584 <a href="mailto:smenge@gjairport.com">smenge@gjairport.com</a>		

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# Grand Junction Regional Airport Authority

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**Financial Report  
with Supplementary Information  
December 31, 2024**



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## **Independent Auditor's Report**

To the Board of Commissioners  
Grand Junction Regional Airport Authority

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Grand Junction Regional Airport Authority (the "Authority") as of and for the year ended December 31, 2024 and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as of December 31, 2024 and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

To the Board of Commissioners  
Grand Junction Regional Airport Authority

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"), and the schedule of passenger facility charge collections and expenditures, as required by the *Passenger Facility Charge Audit Guide for Public Agencies*, are presented for the purpose of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of expenditures of federal awards and passenger facility charge collections and expenditures are fairly stated in all material respects in relation to the basic financial statements as a whole.

To the Board of Commissioners  
Grand Junction Regional Airport Authority

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 12, 2025 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

August 12, 2025

Draft

## INTRODUCTION

Grand Junction Regional Airport, Colorado, Public Airport Authority was created in 1971 under the Public Airport Authority Act of 1965. The Grand Junction Regional Airport Authority (the "Authority" or "GJT") is composed of seven appointed members: three from Mesa County, three from the City of Grand Junction and one at-large selection. The term of each Commissioner of the Authority Board is four years; no member may serve more than two consecutive four-year terms. The Board of Commissioners selects and appoints an Executive Director who implements the policies established by the Board, manages the airport, and serves at the pleasure of the Board.

The Authority engages in business-type activities. These are activities that are intended to recover all or a significant portion of their costs through user fee charges to external parties for goods or services. The Authority reports its business-type activities in a single enterprise fund, meaning that its activities are operated and reported like a private-sector business. An enterprise fund uses the accrual basis of accounting, and accordingly, revenues are recognized when earned and expenses are recognized as incurred.

### GJT Description

The Grand Junction metropolitan area is classified as a non-hub commercial service market, as the Airport enplanes less than 0.05% of all commercial airline enplanements in the United States.

The Airport is located on approximately 2,800 acres of land and has two active runways and an air traffic control tower. The primary runway is Runway 11/29, which measures 10,501 feet long and 150 feet wide with a northwest-southeast orientation. Crosswind Runway 4/22 measures 5,501 feet long and 75 feet wide in a southwest/northeast orientation. The secondary runway is designed to facilitate the operations of smaller aircraft during crosswind conditions on Runway 11/29.

The passenger terminal building opened in 1982 and contains approximately 76,000 square feet of space and offers one airside concourse with three passenger boarding bridges. The terminal building accommodates passenger ticketing, baggage claim, passenger screening, concessions, and rental car facilities and public parking is available on site. In addition to the passenger terminal building, the Authority also provides cargo and general aviation facilities and has an aircraft rescue firefighting building.

### Location

Grand Junction is situated on the western slope of the Rocky Mountains in Mesa County, Colorado. The Airport and the City of Grand Junction are located between Denver and Salt Lake City, approximately 260 miles from each. The closest airports, which provide regularly scheduled commercial or regional jet service, are Aspen-Pitkin County Airport, Eagle County Airport, and the Montrose County Regional Airport.

### Air Traffic

As of December 31, 2024, GJT offered direct, year-round service to Dallas/Fort Worth, TX, Denver, CO, Las Vegas, NV, Phoenix, AZ, and Salt Lake City, UT and seasonal nonstop service to Los Angeles, CA. Air service was provided throughout the year by five different carriers, including: Allegiant, American Airlines, Breeze, Delta, and United. As of December 31, 2023, GJT offered direct, year-round service to Dallas/Fort Worth, TX, Denver, CO, Las Vegas, NV, and Phoenix, AZ, and seasonal nonstop service to Los Angeles, CA. Air service was provided throughout the year by three different carriers, including: Allegiant, American Airlines, and United.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of the financial position and activity of the Authority provides an introduction and overview of the basic financial statements of the Authority as of and for the year ended December 31, 2024. This discussion has been prepared by management and should be read in conjunction with the financial statements and the notes thereto, which follow this section.

#### Financial Highlights

Passenger enplanements grew by 10% from 2022 to 2023 and another 12% from 2023 to 2024, reaching 280,000 enplanements. Passenger growth was led by United Airlines, who up-gauged aircraft and flew additional frequencies between Denver and Grand Junction and new service from Breeze and the return of Delta also provided additional growth. Despite two years of significant growth, the Airport load factor in 2024 remained at 74% compared to 80% in 2023. This growth in passengers resulted in an increase in non-aeronautical revenue of 8% (\$385k) from 2023 to 2024, driven by parking and rental car revenue, however, total aeronautical revenue remained flat as a result of the commercial airline rate making methodology.

Operating expenses before depreciation also increased by approximately 11% from 2023 to 2024. Compensation expense was up about \$100k (4%) from 2023 as vacant positions were filled, but was still significantly behind budget. Airport Supplies, materials, repairs, and maintenance had a net decrease from 2023 to 2024 of about \$130k. The largest increase from 2023 to 2024 was in contract services which increased by \$555k, almost 90% from 2023 as the airport worked with consultants on visioning and planning projects related to future terminal growth.

The Authority is in the process of completing a runway replacement project which is anticipated to be a 10+ year program to build a replacement runway north of the existing primary runway, 11/29. Construction for the runway replacement program commenced in 2018 and is expected to be complete in 2030. The project is primarily funded by FAA Airport Improvement Program (AIP) grants, which typically have an associated airport match of 10%. From 2023 to 2024, the Authority had an increase of \$19.5 million in capital assets, the majority of which is related to the runway program. Capital projects in 2024 were focused around grading, drainage, utility installation and preparation of the sub-base of the new runway.

Capital grant revenue recognized in 2024, primarily related to the runway project was just over \$22,650,000 and was within \$400,000 of the amount received in 2023. In 2023, the Airport also completed self-funded projects including a parking lot expansion and completed rehabilitation of the secondary runway 4/22 with grant funding from the Colorado Department of Transportation, however in 2024, there were limited self-funded capital projects.

#### Overview of the Financial Statements

The Authority's financial statements consist of its statement of net position; statement of revenues, expenses, and changes in net position; statement of cash flows and notes to the financial statements. The statement of net position presents information on the Authority's assets, deferred outflows, liabilities, deferred inflows, and net position. Over time, increases or decreases in net position serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating. The statement of revenues, expenses, and changes in net position present information showing how the Authority's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. This report also includes required supplementary information for the Authority's pension and other postemployment benefit plan for the purpose of additional analysis.

These financial statements are prepared in accordance with accounting principles generally accepted in the United States of America as promulgated by the GASB.

# Management's Discussion and Analysis

**Year Ended December 31, 2024**

## Summary of Revenues, Expenses, and Changes in Net Position

The following is a summary of the revenues, expenses, and changes in net position for the years ended December 31, 2024, and 2023.

	2024	2023
Total operating revenues	\$ 8,563,950	\$ 8,182,852
Total non-operating revenues	3,140,006	2,872,858
Total revenues	11,703,956	11,055,710
Total operating expenses	12,168,922	10,715,562
Net non-operating expenses	627,781	627,565
Total expenses	12,796,703	11,343,127
Income (Loss) before capital contributions	(1,092,747)	(287,417)
Capital contributions	22,651,140	23,024,266
Increase in net position	\$ 21,558,393	\$ 22,736,849

The following is a summary of operating revenues for the years ended December 31, 2024, and 2023.

	2024	2023
Aeronautical revenue		
Passenger airline revenue		
Passenger airline landing fees	\$ 710,153	\$ 619,927
Terminal rent	1,398,510	1,408,562
Other	23,280	17,325
Total passenger airline revenue	2,131,943	2,045,814
Non-passenger airline revenue		
Non-passenger landing fees	185,159	149,166
Cargo and hangar rentals	64,947	62,263
Fuel flowage fees and aviation fuel tax	763,475	893,543
Other	20,468	18,383
Total non-passenger airline revenue	1,034,049	1,123,355
Total aeronautical revenue	3,165,992	3,169,169
Non-aeronautical revenue		
Land and building leases	747,229	644,835
Terminal – restaurant and retail	235,618	229,739
Terminal - rent	160,969	184,872
Rental cars	1,699,330	1,610,319
Parking and ground transportation	2,462,147	2,270,192
Other	92,665	73,726
Total non-aeronautical revenue	5,397,958	5,013,683
Total operating revenue	\$ 8,563,950	\$ 8,182,852

Passenger airline revenue is primarily from terminal rent which is currently based on a hybrid rates and charges model. The rates and charges model calculates a terminal rent rate and landing fee rate that is based on estimated operating expenses and non-airline revenue and that rate is subject to an annual true-up adjustment based on actual expenses and revenues. In 2024, higher than expected passenger growth and non-airline revenue combined

with operating expenses coming in below budget resulted in a reduction in airline rates and charges compared to budget. Passenger airline revenues were budgeted to increase approximately 22% from 2023 to 2024 with passenger traffic and operations that were expected to remain flat. However, commercial airline revenue only increased about \$86,000 (4%) from 2023.

Non-passenger airline revenue consists primarily of landing fees from non-passenger airline activity like cargo, and fuel flowage fees and taxes. Non-passenger landing fees increased by 24% related to an increase in cargo operations. Fuel taxes are collected on all fuel sold at airports throughout the state and a portion is remitted by the State of Colorado back to the airports proportionately based on sales. The decrease in 2024 was related to a decrease in both State collected fuel taxes, likely driven by some decrease in aviation fuel prices, as well as some decrease in the amount of fuel flowage fees collected by West Star on non-commercial operations.

Non-aeronautical revenue consists of some fixed rent charges and other variable revenues that are directly correlated to passenger traffic. The increase in non-aeronautical revenues from 2023 to 2024 and from 2022 to 2023 was driven by an increase in parking, ground transportation, and rental car revenue. In 2023, in addition to the higher than expected passenger traffic, a parking rate increase effective November 1, 2022 contributed to the higher revenue.

The following is a summary of operating expenses for the years ended December 31, 2024 and 2023.

	2024	2023
Personnel compensation and benefits	\$ 2,594,231	\$ 2,494,473
Communications and utilities	369,391	383,748
Supplies and materials	633,654	937,417
Contract services	1,176,849	621,656
Repairs & maintenance	754,300	581,022
Insurance	165,893	153,695
Depreciation	6,213,520	5,340,168
Other	261,084	203,383
Total operating expenses	\$ 12,168,922	\$ 10,715,562

The majority of the Airport's operating expenses are relatively fixed in nature, and do not fluctuate with increases and decreases in passenger traffic but are driven by airport directed projects or purchases. Total operating expenses increased 14% from 2023 to 2024, which was almost entirely attributable to increases in contract services and depreciation expense. Depreciation expense continues to increase as elements of the runway replacement projects are completed. The increase in contract services in 2024 was driven by airport investments in visioning and planning for future terminal expansion concepts as well as increases in professional fees for developing new storm water management plans, Disadvantaged Business Enterprise plans and policies, as well as an increase in the amount of security coverage.

#### Non-Operating Revenues and Expenses, Capital Grants and Capital Contributions

The following is a summary of non-operating revenues and expenses for the years ended December 31, 2024, and 2023.

	2024	2023
Passenger facility charges	\$ 1,080,342	\$ 970,089
Interest income	1,303,709	1,141,130
Interest expense	(627,781)	(627,565)
Customer facility charges	716,528	630,468
Grant revenue	39,427	105,071
Capital contributions	22,651,140	23,024,266
Other	-	26,100



# Management's Discussion and Analysis

**Year Ended December 31, 2024**

Total non-operating revenue (expense), net	\$	25,163,365	\$	25,269,559
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Passenger facility charges increased by \$110k (11%) from 2023 to 2024 and customer facility charges increased by \$86k (14%) from 2023 to 2024 driven by growing passenger traffic. Capital contributions will fluctuate year to year depending on the projects awarded and the amount of construction completed. In 2024 and 2023, the Authority received significant runway replacement program grants and total expenditures and grant revenue remained relatively flat, decreasing less than \$400k (2%) year over year. See Note 4 for a more comprehensive list of capital projects in process.

Interest income continues to increase with the increase in the average cash balances and interest rates are holding strong.

Non-capital grant revenue decreased by \$66k from 2024 to 2023 as a Law Enforcement Officer reimbursement grant was discontinued. Remaining non-capital related grant revenue is a reimbursement from the Colorado Department of Transportation Aeronautics division to fund Airport Internship positions.

## Summary of Net Position

The following is a summary of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position as of December 31, 2024 and 2023:

	2024	2023
Current assets	\$ 31,434,286	\$ 31,117,853
Restricted assets	4,132,571	7,249,573
Capital assets, net	134,295,584	114,785,582
Leases Receivable, net of current	3,740,818	3,160,904
<b>Total assets</b>	<b>173,603,259</b>	<b>156,373,912</b>
Deferred outflows of resources	951,719	1,184,104
<b>Total assets and deferred outflows of resources</b>	<b>174,554,978</b>	<b>157,558,016</b>
Current liabilities	5,198,645	8,309,370
Non-current liabilities	19,208,353	20,347,725
<b>Total liabilities</b>	<b>24,406,998</b>	<b>28,657,095</b>
Deferred inflows of resources	3,910,809	4,222,143
Net position		
<b>Total net position</b>	<b>146,237,171</b>	<b>124,678,778</b>
<b>Total liabilities, deferred inflows of resources and net position</b>	<b>\$ 174,554,978</b>	<b>\$ 157,558,017</b>

## Non-Capital Assets

From 2023 to 2024, total current assets changed by less than 1% although there was a significant fluctuation between unrestricted cash and grants receivable. The balance of grants receivable will fluctuate due to the timing of incurring project costs and submitting for grant reimbursement from the FAA. Restricted assets decreased by more than \$3 million due to the release of restricted escrow funds that were held from the SIB loan funds to be used on the parking lot expansion. That project was completed in 2023 and funds were released from restriction.

## Capital Assets

Almost \$25.8 million in construction activity occurred in 2024, compared to \$27.4 million in 2023. There was a shift in the amount of airport funded versus grant funded projects completed in 2024 with AIP funded projects comprising almost \$24.8 million of the total spend compared to \$19.7 million in 2023. The largest project in progress in 2024 continues to be earthwork and drainage construction for the Runway replacement program. This work, net of

depreciation resulted in an increase in net capital assets of over \$19.5 million from 2023 to 2024.

Current Liabilities

Current liabilities decreased by \$3.1 million from 2023 to 2024, driven by the \$2.5 million decrease in accounts payable related to capital projects. The amount of capital project payments due will fluctuate depending on the status of capital projects. At the end of 2023, the Authority had major construction projects that were not completed and still had significant balances of retainage payable. While construction is ongoing, the amount of outstanding payments is lower at the end of 2024.

Long-Term Debt

Capital acquisitions are funded using a variety of financing mechanisms, including federal and state grants, passenger facility charges, public debt issues, and airport operating revenues. During 2016 the Authority refunded the 2007 Revenue Bonds with the 2016 Revenue Bonds resulting in a \$9,000,000 project fund. As of December 31, the balance due on the 2016 Bonds was \$13,805,000 (2024) and \$14,640,000 (2023).

Deferred Outflows and Deferred Inflows of Resources

Changes in deferred outflows and deferred inflows were related to the changes in the Authority's proportionate share of the pension and other post-employment benefits (OPEB) liabilities for the cost-sharing plan in which the Authority participates. See Note 9 and Note 10 for additional information on the calculation of these amounts.

Budgetary Highlights

The Authority establishes its annual operating budget using the modified cash basis, which is different than the basis of accounting used to present the Authority's financial statements. Cash outflows for debt principal payments and capital asset purchases that are recorded as changes in the statement of net position are included as non-operating expenses in the annual budget for the Authority, and no amount is budgeted for non-cash adjustments to the pension and OPEB liabilities, which are recognized in personnel costs, or other non-cash expenses including depreciation and amortization of the bond premium.

	2024 Actual	2024 Budget	Budget to Actual Variance
Operating Revenues			
Aeronautical revenue	\$3,165,992	\$3,595,000	\$ (429,008)
Non-aeronautical revenue	5,397,958	5,184,314	213,644
Total Operating Revenue	8,563,950	8,779,314	(215,364)
Operating Expenses Excluding Depreciation	5,955,402	6,744,569	(789,167)
Net Operating Revenues Over (Under) Operating Expense	\$2,608,548	\$2,034,745	\$573,803

Given the significant growth in enplanements from 2022 to 2023, a much more conservative increase was anticipated and budgeted for from 2023 to 2024. Commercial airline and passenger levels were budgeted to increase by only approximately 1% from 2023 to 2024. However, actual activity levels exceeded budgeted assumptions due to the entrance of a new carrier (Breeze), the return of Delta service in December, and continued growth in United service. Although aeronautical activity exceeded expectations, given the higher than budgeted non-aeronautical revenue and operating expenses below budget, the airline rates and charges formula resulted in a smaller portion of revenue being received from commercial airlines. Over 87% of the favorable variance in non-aeronautical revenue was due to higher public parking and rental car revenue from the additional passengers.

Operating expenses were \$789,000 below budget driven by an unexpected pension liability adjustment that reduced the Authority's personnel compensation and benefits expense by \$257,000. An additional \$303,000 in personnel compensation and benefits expense reduction came from unplanned vacant positions.

2023 Actual	2023 Budget	Budget to Actual Variance
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## Grand Junction Regional Airport Authority

# Management's Discussion and Analysis

Year Ended December 31, 2024

Operating Revenues			
Aeronautical revenue	\$3,169,169	\$2,950,000	\$ 219,168
Non-aeronautical revenue	5,013,683	4,315,000	698,685
Total Operating Revenue	8,182,852	7,265,000	917,853
Operating Expenses Excluding Depreciation	5,375,394	6,065,000	(689,605)
Net Operating Revenues Over (Under) Operating Expense	\$2,807,458	\$1,200,000	\$1,607,458

Aeronautical revenue exceeded budget due to more scheduled flights on larger aircraft and higher fuel tax revenues. Non-aeronautical revenue also exceeded budgeted expectations due to higher public parking and rental car revenue.

Operating expenses were below budget driven by lower personnel compensation and benefits expense due to vacant positions, and contract services being below budget due to higher-than-expected AIP eligibility for planning and engineering services.

### Subsequent Events Impacting Current Operations

Subsequent to the year ended December 31, 2024, on June 18, 2025, the Authority obtained a \$6,500,000 loan from the Colorado State Infrastructure Bank fund administered by the Colorado Department of Transportation to expand and repair the public parking lot for the terminal building. The loan matures on June 17, 2035, and bears interest at a rate of 3.5% per annum with 10 equal annual installments. There were no other material subsequent events up through and including the independent auditor's report date, which is the date the financial statements were available to be issued.

### Request for Information

The Authority's financial statements are designed to present interested parties (customers, tenants, creditors, and the community) with a general overview of the Authority's finances and to demonstrate accountability to all interested parties. If you have any questions concerning this report or need additional financial information, please contact the Grand Junction Regional Airport Authority, 2828 Walker Field Drive, Ste 301, Grand Junction, Colorado 81506 or at 970-244-9100.

# Grand Junction Regional Airport Authority

## Statement of Net Position

December 31, 2024

### Assets

Current assets:	
Cash and cash equivalents (Note 3)	\$ 19,061,154
Receivables:	
Accounts receivable - Net	746,326
Leases receivable (Note 7)	220,871
Grants	10,885,710
Prepaid expenses and other assets	520,225
Total current assets	31,434,286
Noncurrent assets:	
Restricted assets - Cash and cash equivalents (Note 3)	3,647,451
Restricted escrow (Note 2)	485,120
Capital assets: (Note 4)	
Assets not subject to depreciation	52,502,865
Assets subject to depreciation - Net	81,792,719
Leases receivable - Net of current portion (Note 7)	3,740,818
Total noncurrent assets	142,168,973
Total assets	173,603,259

### Deferred Outflows of Resources

Deferred pension costs (Note 9)	910,256
Deferred OPEB costs (Note 10)	41,463
Total deferred outflows of resources	951,719

### Liabilities

Current liabilities:	
Accounts payable	471,772
Accounts payable - Capital assets	2,731,927
Accrued expenses (Note 5)	402,815
Lease deposits	151,054
Current portion of revenue received in advance	102,719
Current portion of debt (Note 6)	1,338,358
Total current liabilities	5,198,645
Noncurrent liabilities:	
Revenue received in advance - Net of current portion	954,167
Debt - Net of current portion (Note 6)	16,442,783
Net pension liability (Note 9)	1,681,428
Net OPEB liability (Note 10)	129,975
Total noncurrent liabilities	19,208,353
Total liabilities	24,406,998

### Deferred Inflows of Resources

Deferred pension cost reductions (Note 9)	4,058
Leases (Note 7)	3,860,102
Deferred OPEB cost reductions (Note 10)	46,649
Total deferred inflows of resources	3,910,809

### Net Position

Net investment in capital assets	114,267,636
Restricted - Debt service and capital assets	3,647,451
Unrestricted	28,322,084
Total net position	\$ 146,237,171

# Grand Junction Regional Airport Authority

## Statement of Revenue, Expenses, and Changes in Net Position

Year Ended December 31, 2024

### Operating Revenue

#### Aeronautical revenue:

##### Passenger airlines revenue:

Passenger airlines landing fees	\$ 710,153
Terminal rent	1,398,510
Other aeronautical revenue	23,280

Total passenger airlines revenue 2,131,943

##### Nonpassenger airline revenue:

Landing fees from cargo	185,159
Cargo and hangar rentals	64,947
Aviation fuel tax	291,099
Fuel flowage fees	472,376
Other nonpassenger airline revenue	20,468

Total nonpassenger airline revenue 1,034,049

Total aeronautical revenue 3,165,992

#### Nonaeronautical revenue:

Land and building leases	747,229
Terminal - Food and beverage	193,922
Terminal - Retail	41,696
Terminal - Other	160,969
Rental cars	1,699,330
Parking and ground transportation	2,462,147
Other nonaeronautical revenue	92,665

Total nonaeronautical revenue 5,397,958

Total operating revenue 8,563,950

### Operating Expenses

Personnel compensation and benefits	2,594,231
Communications and utilities	369,391
Supplies and materials	633,654
Contract services	1,176,849
Repairs and maintenance	754,300
Insurance	165,893
Depreciation	6,213,520
Other	261,084

Total operating expenses 12,168,922

Operating Loss (3,604,972)

### Nonoperating Revenue (Expense)

Passenger facility charges	1,080,342
Interest income	1,303,709
Customer facility charges	716,528
Grant revenue	39,427
Interest expense	(627,781)

Total nonoperating revenue - Net 2,512,225

Loss - Before capital contributions (1,092,747)

Capital Contributions 22,651,140

Change in Net Position 21,558,393

Net Position - Beginning of year 124,678,778

Net Position - End of year \$ 146,237,171

See notes to financial statements.

## Grand Junction Regional Airport Authority

### Statement of Cash Flows

Year Ended December 31, 2024

#### Cash Flows from Operating Activities

Cash received from customers and users	\$ 9,489,826
Cash paid to vendors for goods and services	(4,031,130)
Cash paid to and for employees	<u>(2,781,744)</u>

Net cash and cash equivalents provided by operating activities 2,676,952

**Cash Flows Provided by Noncapital Financing Activities** - Operating grants 39,427

#### Cash Flows from Capital and Related Financing Activities

Receipt of capital grants	18,314,588
Customer facility charges received	716,528
Passenger facility charges received	1,080,342
Acquisition and construction of capital assets	(28,282,077)
Interest paid on capital debt	(780,682)
Principal payments on note, capital lease, and bonds payable	<u>(1,161,031)</u>

Net cash and cash equivalents used in capital and related financing activities (10,112,332)

**Cash Flows Provided by Investing Activities** - Interest income 1,303,709

**Net Decrease in Cash and Cash Equivalents** (6,092,244)

**Cash and Cash Equivalents** - Beginning of year 29,285,969

**Cash and Cash Equivalents** - End of year \$ 23,193,725

#### Classification of Cash and Cash Equivalents

Cash and investments	\$ 19,061,154
Restricted cash	<u>4,132,571</u>

Total cash and cash equivalents \$ 23,193,725

#### Reconciliation of Operating Loss to Net Cash from Operating Activities

Operating loss	\$ (3,604,972)
Adjustments to reconcile operating loss to net cash from operating activities:	
Depreciation	6,213,520
Changes in assets and liabilities:	
Receivables	250,855
Revenue received in advance	675,021
Prepaid expenses	16,275
Net pension and OPEB expense	(256,697)
Accounts payable	(688,128)
Accrued liabilities	<u>71,078</u>

Total adjustments 6,281,924

Net cash and cash equivalents provided by operating activities \$ 2,676,952

**Significant Noncash Transactions** - Change in capital assets purchased with payables \$ (2,558,555)

December 31, 2024

### Note 1 - Nature of Business

Grand Junction Regional Airport Authority (the "Authority") was established in 1971 under the provisions of the Public Airport Authority Act of 1965 when all assets of the city/county-owned airport were transferred to the Authority. The Authority's board of commissioners (the "Board") is composed of seven appointed members: three from Mesa County, Colorado; three from the City of Grand Junction, Colorado; and one at-large selection. The term of each director of the Board is four years; no member may serve more than two consecutive four-year terms.

As noted above, neither the City of Grand Junction, Colorado nor Mesa County, Colorado appoints a voting majority of the Board; however, both have signed a supplemental co-sponsorship agreement between the Authority and the Federal Aviation Administration (FAA). The co-sponsorship mandates that the City of Grand Junction, Colorado and Mesa County, Colorado would be liable for the financial commitments of the sponsor under the grant agreements should the Authority not be able to satisfy the financial commitments out of the revenue generated by the operation of the airport.

The reporting entity of the Authority includes those activities and functions over which the Authority is considered to be financially accountable. The Authority's financial statements include the accounts and operations of all of the Authority's functions. The Authority is the primary government and does not include any component units using the criteria set forth in accounting principles generally accepted in the United States of America.

The Authority is a special purpose government engaged only in business-type activities. For this type of government, only enterprise financial statements are presented.

### Note 2 - Significant Accounting Policies

#### ***Accounting and Reporting Principles***

The accompanying financial statements of the Authority have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as prescribed in pronouncements of the Governmental Accounting Standards Board (GASB). The following is a summary of the significant accounting policies used by the Authority:

#### ***Basis of Accounting***

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned, and expenses are recognized when incurred. Depreciation is computed and recorded as an operating expense. Expenditures for property and equipment are shown as increases in assets. When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first.

The operations of the Authority are accounted for on a fund basis in a single enterprise fund. Enterprise funds may be used to account for operations (a) that are financed and operated in a manner similar to business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or changes in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

#### ***Use of Estimates***

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.



**December 31, 2024****Note 2 - Significant Accounting Policies (Continued)*****Specific Balances and Transactions*****Cash and Investments**

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value except for investments in external investment pools, which are valued at net asset value.

**Receivables**

Accounts receivable are stated at invoiced amounts. An allowance for doubtful accounts is established based on a specific assessment of all invoices that remain unpaid following normal customer payment periods. In addition, a general valuation allowance is established for other accounts receivable based on historical loss experience. All amounts deemed to be uncollectible are charged against the allowance for doubtful accounts in the period that determination is made. As of December 31, 2024, the allowance for doubtful accounts was \$24,000.

Grants receivable primarily represent reimbursements due from the federal government for allowable costs incurred on federal award programs.

**Restricted Assets**

The following amounts are reported as restricted assets:

- *Passenger Facility Charges* - The Authority received approval from the FAA to impose and use a PFC of \$4.50 per eligible enplaned passenger. The PFCs are restricted for use in the construction of certain airport improvements and related construction debt, as approved by the FAA. During 2007, the Authority was approved to collect PFCs to help fund airport improvement projects and was approved to collect approximately \$15,857,760 in connection with these projects. In 2018, the Authority was approved to collect an additional \$11,530,025 of PFCs for improvement projects being completed in 2018 and 2019. As of December 31, 2024, the Authority had collected \$14,721,008 and \$1,616,341, respectively, of the approved charges, and, based on the project costs in the approved PFC applications and the estimated future PFC collection rate determined by the FAA, the Authority is approved to collect PFCs through 2036. PFC revenue is classified as nonoperating in the statement of revenue, expenses, and changes in net position. PFCs are paid by the carriers, with unexpended amounts reflected as a restriction of net position.
- *Revenue Bond Reserve Fund* - The debt service account is used to segregate resources authorized for use on capital projects with the 2016 bond refinancing. The bond reserve account is drawn down to reimbursement funds spent by the Authority on capital projects. Unexpended amounts are reflected as a restriction of net position.
- *Rental Car Improvements* - In 2008, the Authority began assessing a daily use fee, or customer facility charge (CFC), on airport rental cars. In 2024, the CFC charge for airport rental cars was \$4 per day. These funds are being used to make payments on debt and fund capital projects in airport rental car service areas. Unexpended amounts are reflected as a restriction of net position.
- *Unspent Bond Proceeds* - Unspent State Infrastructure Bank (SIB) loan funds received but not yet disbursed for capital projects



**December 31, 2024****Note 2 - Significant Accounting Policies (Continued)****Capital Assets**

Capital assets are defined by the Authority as assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from 5 to 50 years. Depreciation of construction in progress assets begins when an asset is placed in service.

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to future periods and will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net assets that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time.

The Authority reports deferred outflows and inflows of resources related to the pension and OPEB plans described in Notes 9 and 10. The Authority reports deferred inflows of resources related to leases receivable that are described in Note 7.

**Net Position**

Net position of the Authority is classified in three components. Net investment in capital assets consists of capital assets net of accumulated depreciation and is reduced by the current balances of any outstanding borrowings used to finance the purchase or construction of those assets. The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Unrestricted net position is the remaining net position that does not meet the definition of invested in capital or restricted.

**Operating Revenue and Expenses**

The statement of revenue, expenses, and changes in net position distinguishes operating revenue and expenses from nonoperating activity and capital contributions. Operating revenue and expenses generally result from providing services in connection with the Authority's principal ongoing operations. The principal operating revenue is charges to airline tenants for facility rentals and landing fees and revenue from passenger services, such as parking and rental cars. Operating expenses include the cost of providing services, administrative costs, repairs and maintenance of the facilities, and depreciation on capital assets.

**Nonoperating Revenue and Expenses**

All revenue and expenses not meeting the above definition of operating revenue and expenses are reported as nonoperating revenue and expenses or capital contributions. Such items include passenger facility charges, car rental customer facility charges, interest income and expense, and grants.

**Grants and Contributions**

Outlays for airport capital improvements are subject to reimbursement from federal grant programs through the Airport Improvement Program (AIP) of the FAA. Funds are also received for airport development from the State of Colorado. Funding provided from government grants is considered earned as the related approved capital outlays are incurred. Costs claimed for reimbursement are subject to audit and acceptance by the granting agency.

**December 31, 2024****Note 2 - Significant Accounting Policies (Continued)****Pension**

The Authority participates in the Local Government Division Trust Fund (LGDTF), a cost-sharing multiple-employer defined benefit pension fund administered by the Colorado Public Employees' Retirement Association (PERA). The LGDTF provides retirement and disability, postretirement annual increases, and death benefits for members or their beneficiaries. The net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense have been determined using the economic resources measurement focus and the accrual basis of accounting in accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*; GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - an amendment of GASB Statement No. 68*; and GASB Statement No. 82, *Pension Issues - an amendment of GASB Statement No. 67, No. 68, and No. 73*. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

**Other Postemployment Benefit Costs**

In addition to the LGDTF described above, the Authority also participates in the Health Care Trust Fund (HCTF), a cost-sharing multiple-employer defined benefit fund administered by PERA that is considered an other postemployment benefit (OPEB). The HCTF provides a health care premium subsidy to eligible participating PERA benefit recipients and retirees who choose to enroll in one of the PERA health care plans. The net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense have been determined using the economic resources measurement focus and the accrual basis of accounting in accordance with GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. For this purpose, benefits paid on behalf of health care participants are recognized when due and/or payable in accordance with the benefit terms. Investments are reported at fair value.

**Compensated Absences**

It is the Authority's policy to permit employees to accumulate earned but unused personal time. The compensated absence liabilities are reported in the financial statements. A leave liability is recognized due to the leave attributable to services already rendered, leave that accumulates, and leave that is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.

**Leases**

The Authority is a lessor for noncancelable leases of certain building spaces to various third parties. The assets leased include specific areas in the terminal, airport facilities, and surrounding property. The Authority recognizes a lease receivable and a deferred inflow of resources, where applicable, in the financial statements.

At the commencement of a lease, the Authority initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the Authority determines the discount rate it uses to discount the expected lease receipts to present value, lease term, and lease receipts.

- The Authority uses the applicable federal rate corresponding to the lease term and applicable on the commencement date of the lease as the discount rate for leases.

**December 31, 2024****Note 2 - Significant Accounting Policies (Continued)**

- The lease term includes the noncancelable period of the lease. Lease receipts included in the measurement of the lease receivable are composed of fixed payments from the lessee.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

***Budgeting Requirements***

The Authority's budgeting process is a financial planning tool used to establish the estimated revenue and expenditures for the airport. The budget is prepared by the Authority and approved by the Board in accordance with the State of Colorado's Financial Management Manual and in accordance with Colorado Revised Statutes. The initial budget is submitted to the Board by October 15, and the Authority adopts an appropriation resolution for the next fiscal year by December 31. The Board may amend the appropriation resolution at any time during the year if warranted by circumstances.

The Authority appropriates, and may not exceed appropriations, at a total fund level. Budgeted appropriations for the year ended December 31, 2024 were \$40,819,663.

The budget basis of accounting differs from the generally accepted accounting principles basis in that debt proceeds are included as revenue, outlays for acquisition of capital assets and debt principal payments are included as expenditures, and depreciation is not included in expenditures.

***Long-lived Assets***

The Authority reviews the recoverability of long-lived assets, including buildings and equipment, when events or changes in circumstances occur that indicate the carrying value of the asset may not be recoverable. The assessment of possible impairment is based on the ability to recover the carrying value of the asset from the expected future cash flows (undiscounted and without interest charges) of the related operations. If these cash flows are less than the carrying value of such asset, an impairment loss is recognized for the difference between estimated fair value and carrying value. The measurement of impairment requires management to make estimates of these cash flows related to long-lived assets, as well as other fair value determinations.

***Revenue Received in Advance***

During March 2017, the Authority granted a lease to the Bureau of Land Management (BLM) for use of airport land for a term of 20 years. The BLM prepaid the entire lease in the amount of \$500,000. The prepayment is reflected as revenue received in advance and is being amortized over the life of the lease in the amount of \$25,000 per year. In May 2024, the Authority executed an amendment to its existing lease agreement with the BLM, extending the lease term from February 2037 to February 2055. As part of the amendment, the BLM remitted a one-time lump-sum payment of \$675,000, which is being recognized as revenue received in advance and will be amortized over the extended lease term beginning in March 2037. This payment is classified as noncurrent deferred revenue as of December 31, 2024. As of December 31, 2024, the unamortized balance was \$954,167.

Terminal space rentals and land and building lease payments collected in advance are recorded as a liability or deferred inflows of resources and recognized into revenue in the applicable period.

***Risk Management***

The Authority is exposed to various risks of loss related to torts; errors and omissions; violations of civil rights; theft of, damage to, and destruction of assets; and natural disasters. These risks are covered by commercial insurance. There has been no significant reduction in insurance coverage, and settlement amounts have not materially exceeded coverage for the current or prior three years.

December 31, 2024

**Note 2 - Significant Accounting Policies (Continued)*****Upcoming Accounting Pronouncements***

In December 2023, the Governmental Accounting Standards Board issued Statement No. 102, *Certain Risk Disclosures*, which requires governments to assess whether a concentration or constraint makes the government vulnerable to the risk of a substantial impact. It also requires governments to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. If certain criteria are met for a concentration or constraint, disclosures are required in the notes to the financial statements. The provisions of this statement are effective for the Authority's financial statements for the year ending December 31, 2025.

In April 2024, the Governmental Accounting Standards Board issued Statement No. 103, *Financial Reporting Model Improvements*, which establishes new accounting and financial reporting requirements or modifies existing requirements related to the following: management's discussion and analysis; unusual or infrequent items; presentation of the proprietary fund statement of revenue, expenses, and changes in fund net position; information about major component units in basic financial statements; budgetary comparison information; and financial trends information in the statistical section. The provisions of this statement are effective for the Authority's financial statements for the year ending December 31, 2026.

In September 2024, the Governmental Accounting Standards Board issued Statement No. 104, *Disclosure of Certain Capital Assets*, which requires certain types of capital assets, such as lease assets, intangible right-to-use assets, subscription assets, and other intangible assets, to be disclosed separately by major class of underlying asset in the capital assets note. This statement also requires additional disclosures for capital assets held for sale. The provisions of this statement are effective for the Authority's financial statements for the year ending December 31, 2026.

**Note 3 - Cash and Cash Equivalents**

Deposits and investments are reported in the financial statements as follows:

Unrestricted cash and cash equivalents	\$ 19,061,154
Restricted cash equivalents - Revenue bond reserve fund	150
Restricted cash and cash equivalents - Rental car improvements	3,647,301
Restricted cash and cash equivalents - Debt service	485,120
Total deposits and investments	<u>\$ 23,193,725</u>

The Authority's cash is subject to several types of risk, which are examined in more detail below:

***Custodial Credit Risk***

Custodial credit risk is the risk that, in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority does not have a deposit policy for custodial credit risk; however, the Authority's deposits are not deemed to be subject to custodial credit risk, as they are covered by federal depository insurance or are collateralized under the Public Deposit Protection Act (PDPA). At December 31, 2024, the Authority had bank deposits of \$4,016,862 that were in excess of Federal Deposit Insurance Corporation (FDIC) limits and are covered by PDPA collateral requirements at the financial institution.

**December 31, 2024****Note 3 - Cash and Cash Equivalents (Continued)*****Interest Rate Risk***

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. State statutes and the Authority's investment policy limit interest rate risk by limiting the maximum maturity to five years. Commercial paper is further limited to a maximum maturity of three years. Maturities of the underlying investments in the local government investment pool are limited by the pool's investment policy to less than one year. COLOTRUST cash equivalent assets are not subject to interest rate risk.

***Concentration of Credit Risk***

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Authority places no limit on the amount the Authority may invest in any one issuer. The Authority does not have any investments subject to concentration of credit risk.

***Investments***

The Authority does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Colorado statutes limit authorized investments to investments having maturities of five years or less, unless the entity's governing body specifically authorizes longer maturities.

***Fair Value Measurements***

Fair value measurements are categorized within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Authority's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

The Authority did not have any investments valued with Level 1, 2, or 3 inputs at December 31, 2024.

The valuation method for investments measured at the net asset value (NAV) per share (or its equivalent) is presented below.

***Investments in Entities that Calculate Net Asset Value per Share***

The Authority holds shares in investment pools whereby the fair value of the investments is measured on a recurring basis using net asset value per share (or its equivalent) of the pools as a practical expedient. The Authority's investments in the Colorado Government Liquid Asset Trust (COLOTRUST) Plus and Prime are both measured at the net asset value method. There are no unfunded commitments, the redemption frequency is daily, and there is no redemption notice period. The COLOTRUST Plus and Prime NAV was \$1.00 as of December 31, 2024.

December 31, 2024

**Note 3 - Cash and Cash Equivalents (Continued)****Local Government Investment Pool**

The Authority invests in COLOTTRUST, established solely for Colorado local governments to pool moneys to take advantage of short-term investments and maximize net interest earnings while benefiting from economies of scale available from a multi-billion dollar pooled fund. The pool is regulated by the Colorado Securities Commissioner, with quarterly reporting and annual audits required. Pool investments consist of U.S. Treasury bills, notes and note strips, commercial paper allowed by state statute and repurchase agreements collateralized by U.S. Treasury securities and or instrumentalities. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. Securities owned by the pools are held in an account maintained for the custodial bank. The pools seek to maintain a constant per share net asset value and are reported at fair value measured using net asset value by the Authority. Due to the daily liquidity, and withdrawal availability, the Authority has classified this investment as a cash equivalent.

**Note 4 - Capital Assets**

Capital asset activity of the Authority as of December 31, 2024 is as follows:

	Balance January 1, 2024	Reclassifications	Additions	Disposals and Adjustments	Balance December 31, 2024	Depreciable Life - Years
Capital assets not being depreciated:						
Land	\$ 2,416,059	\$ -	\$ -	\$ -	\$ 2,416,059	
Construction in progress	47,284,519	(22,921,235)	25,772,766	(49,244)	50,086,806	
Subtotal	49,700,578	(22,921,235)	25,772,766	(49,244)	52,502,865	
Capital assets being depreciated:						
Buildings and improvements	26,608,802	56,437	-	-	26,665,239	3 - 50
Land improvements	120,571,886	22,512,110	-	-	143,083,996	5 - 40
Equipment	6,053,185	352,688	-	-	6,405,873	3 - 20
Subtotal	153,233,873	22,921,235	-	-	176,155,108	
Accumulated depreciation:						
Buildings and improvements	16,237,348	-	861,216	-	17,098,564	
Land improvements	67,013,416	-	5,150,278	-	72,163,694	
Equipment	4,898,105	-	202,026	-	5,100,131	
Subtotal	88,148,869	-	6,213,520	-	94,362,389	
Net capital assets being depreciated	65,085,004	22,921,235	(6,213,520)	-	81,792,719	
Net business-type activities capital assets	\$ 114,785,582	\$ -	\$ 19,559,246	\$ (49,244)	\$ 134,295,584	



December 31, 2024

## Note 4 - Capital Assets (Continued)

### Construction Commitments

The Authority has active construction projects at year end. At year end, the Authority's commitments with contractors are as follows:

	Spent to Date	Remaining Commitment
AIP 72 - Grading and Drainage Construction Grant - Schedules 1-3	\$ 15,796,456	\$ 327,317
AIP 75 - Grading and Drainage Construction Grant - Schedules 4-7	1,540,943	113,062
AIP 76 - Grading and Drainage Construction Grant - Schedule 4	9,539,211	182,862
AIP 77 - Reimbursable Agreement NAVAIDs - Schedule 4A Grading and Drainage	1,990,831	506,339
AIP 78 - NAVAID relocation & Pavement Design Phase 1	9,092,498	86,604
AIP 79 - Grading and Drainage Construction - Schedule 5	6,050,233	1,733,122
AIP 80 - Passenger Boarding Bridges	1,162,884	2,996,004
AIP 81 - RWY 12-30 Schedule 6 Grading and Drainage	4,217,868	1,908,915
AIP 82 - RWY 12-30 Pavement Subbase - Schedule 1	802,017	11,747,609
AIP 83 - RWY 12-30 Pavement Subbase - Schedule 2	741,786	16,618,865
ARFF Truck	34,709	1,252,845
Total	<u>\$ 50,969,436</u>	<u>\$ 37,473,544</u>

## Note 5 - Accrued Expenses

Accrued expenses as of December 31, 2024 consist of the following:

Vacation	\$ 181,607
Compensation and related	87,679
Interest	128,956
Other	4,573
Total	<u>\$ 402,815</u>

## Note 6 - Long-term Debt

Long-term debt activity for the year ended December 31, 2024 can be summarized as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due within One Year
Bonds and contracts payable -					
Direct borrowings and direct placements:					
Revenue bonds, Series 2016A and 2016B	\$ 14,640,000	\$ -	\$ (835,000)	\$ 13,805,000	\$ 880,000
Bond premium	706,224	-	(141,632)	564,592	122,546
SIB loan	3,737,580	-	(326,031)	3,411,549	335,812
Total direct borrowings and direct placements principal outstanding	<u>\$ 19,083,804</u>	<u>\$ -</u>	<u>\$ (1,302,663)</u>	<u>\$ 17,781,141</u>	<u>\$ 1,338,358</u>

**December 31, 2024**

**Note 6 - Long-term Debt (Continued)**

	<u>Interest Expense</u>
Revenue bonds, Series 2016A and 2016B	\$ 664,621
Bond premium	(141,632)
SIB loan	<u>104,792</u>
Total	<u>\$ 627,781</u>

**Colorado SIB Loan**

The Authority entered into a loan agreement with the Colorado State Infrastructure Bank (CO SIB) on March 15, 2023. The loan is payable in annual installments beginning on March 15, 2024 of \$438,158, including interest at 3 percent. The loan's term ends on March 15, 2033.

The debt service requirements to maturity, excluding any unamortized premium, are as follows:

Years Ending	Principal	Interest	Total
2025	\$ 335,812	\$ 102,346	\$ 438,158
2026	345,886	92,272	438,158
2027	356,263	81,895	438,158
2028	366,951	71,207	438,158
2029	377,959	60,199	438,158
2030-2033	<u>1,628,678</u>	<u>123,954</u>	<u>1,752,632</u>
Total	<u>\$ 3,411,549</u>	<u>\$ 531,873</u>	<u>\$ 3,943,422</u>

**2016 Bonds**

The Authority issued Airport Revenue Bonds, Series 2016A and 2016B, dated November 22, 2016, in the amount of \$19,670,000, for the purpose of refunding the 2007 Series bonds. The bonds are secured by net operating revenue by the Authority. As of December 31, 2023, the 2016B Series bonds were repaid in full. The Series 2016A bonds bear interest at rates ranging from 3.125 percent to 5.0 percent, with interest payable semiannually on June 1 and December 1 and principal payable annually on December 1 and maturing on December 1, 2036. The bonds are subject to certain restrictive covenants.

The debt service requirements to maturity, excluding any unamortized premium, are as follows:

Years Ending December 31	Principal	Interest	Total
2025	\$ 880,000	\$ 626,350	\$ 1,506,350
2026	920,000	582,350	1,502,350
2027	965,000	536,350	1,501,350
2028	1,015,000	488,100	1,503,100
2029	1,065,000	437,350	1,502,350
2030-2034	<u>6,100,000</u>	<u>1,422,000</u>	<u>7,522,000</u>
2035-2036	<u>2,860,000</u>	<u>151,025</u>	<u>3,011,025</u>
Total	<u>\$ 13,805,000</u>	<u>\$ 4,243,525</u>	<u>\$ 18,048,525</u>



December 31, 2024

Note 6 - Long-term Debt (Continued)

Revenue Pledged

The Authority has pledged substantially all of the net operating revenue of the Authority, net of operating expenses (before depreciation), to repay the Series 2016A and 2016B bonds. A portion of the proceeds were used to refund the 2007 Series bonds used to finance the construction of Walker Field Drive improvements and new project funds of approximately \$9,000,000 included in the issuance was used to help finance terminal improvements and runway replacement project costs. The bonds are payable solely from the net revenue of the Authority. The remaining principal and interest to be paid on the bonds is \$18,048,525 as of December 31, 2024. For the year ended December 31, 2024, net revenue of the Authority pledged for debt service was approximately \$2,385,000, compared to the annual debt requirements of \$1,503,100.

Subsequent Event

Subsequent to December 31, 2024, on June 18, 2025, the Authority obtained a \$6,500,000 loan from the Colorado State Infrastructure Bank fund administered by the Colorado Department of Transportation to expand and repair the public parking lot for the terminal building. The loan matures on June 17, 2035 and bears interest at a rate of 3.5 percent per annum with 10 equal annual installments.

Note 7 - Leases

The Authority leases certain building spaces to various third parties under regulated and nonregulated lease agreements. The assets leased include specific areas in the terminal, hanger space, ramp area, the air traffic control tower, and unimproved land.

Lease payments received in exchange for the contracted use of leased assets are paid to the Authority monthly and are based on fixed rental amounts; rental amounts are variable during the lease term based on changes in the Consumer Price Index (CPI), variable amounts directly related to the gross revenue generated by the tenant/operator from the leased assets, or a combination of both fixed and variable amounts. The discount rates applicable to these leasing arrangements range from 1.82 percent to 2.66 percent.

During the year ended December 31, 2024, the Authority recognized the following related to its lessor agreements:

Lease revenue	\$	257,832
Interest income related to its leases		85,285
Revenue from variable payments not previously included in the measurement of the lease receivable - Amounts related to gross revenue generated by the tenant		123,680

Regulated Leases

Regulated leases are leases that are subject to external laws, regulations, or legal rulings. For example, the U.S. Department of Transportation (DOT) and the Federal Aviation Administration regulate aviation leases between airports and air carriers and other aeronautical users through various policies and guidance, including the FAA's Rates and Charges Policy and Federal Grant Assurances. In accordance with GASB 87, the Authority does not recognize a lease receivable and a deferred inflow of resources for regulated leases.

Regulated lease assets include designated areas within the air traffic control tower and portions of airport land. The areas subject to preferential or exclusive use by counterparties under these agreements represent the following proportions of the respective asset classes:

- Land: 2.7 percent of total airport land
- Air Traffic Control Tower: 51.4 percent of total tower space

December 31, 2024

**Note 7 - Leases (Continued)**

During the year ended December 31, 2024, the Authority recognized revenue from regulated leases in the amount of \$2,113,801. The Authority did not recognize any revenue from variable payments not included in the schedule of expected future minimum payments.

Future expected minimum payments related to the Authority's regulated leases at December 31, 2024 are as follows:

Years Ending	Expected Future Minimum Payments
2025	\$ 2,296,199
2026	2,296,199
2027	2,296,199
2028	2,252,559
2029	2,230,738
2030-2034	6,473,333
2035-2039	2,809,694
2040-2044	2,451,913
2045-2049	2,362,356
2050-2054	2,027,409
2055-2059	70,041
Total	<u>\$ 27,566,640</u>

In addition to those leases included within the lease receivable and regulated leases disclosed above, the Authority has certain short-term leases that are excluded from the guidance in GASB 87. Payments on short-term leases are recognized as inflows of resources when due. Revenue recognized on short-term leases during the year ended December 31, 2024 totaled \$1,399,763.

**Note 8 - Concession Agreements**

In April 2011, the Authority renewed an agreement with Republic Parking System Inc. (Republic), a privately held corporation part of the Reef network, under which Republic will operate, maintain, and retain fees from the airport's terminal building public parking areas through March 2016. In January 2016, the agreement was extended for one additional five-year term, terminating on March 31, 2021 at the mutual agreement of the Authority and Republic. In April 2021, the agreement was extended for an additional three-year term, then further extended for two additional one-year terms beginning on April 1, 2024. Republic is required to operate and maintain the public parking areas in accordance with the Parking Lot Operating Agreement (the "Agreement"); the Agreement also regulates the parking rates and fees that may be charged. In consideration of its operating rights hereunder, Republic shall pay the Authority the greater of (a) the applicable percentage of annual gross revenue or (b) the minimum annual guarantees for each year the Agreement is in effect as amended. The term "applicable percentage of annual gross revenue" means 80.45 percent of gross revenue from \$0 up to and including \$500,000 plus 91.50 percent of gross revenue in excess of \$500,000. The term "minimum annual guarantees" means for each year the Agreement is in effect, as amended, and the guarantees shall be \$350,000 each year.

**December 31, 2024****Note 8 - Concession Agreements (Continued)**

In May 2015, the Authority renewed agreements with various rental car companies, under which the rental car companies are granted the right to operate and retain fees from a nonexclusive rental car concession from the Authority, lease motor vehicles from the rental car office and ticket counter area located in the airport terminal building assigned to the respective companies, and to park and store motor vehicles owned or leased by it in the parking lot spaces assigned to the respective companies through April 2022. The rental car companies are required to operate and maintain the rental car areas in accordance with the airport facilities lease and rental car concession agreement. In consideration of its operating rights hereunder, the rental car companies shall pay the Authority the guaranteed minimum concession fee set forth for each period of the concession term set forth on the bid proposal or 10 percent of their gross revenue for each such period of the concession term, whichever amount is greater. For each of the subsequent years of the concession term, the annual guaranteed minimum concession shall be the year-one MAG or 85 percent of 10 percent of their previous contract year's annual gross revenue, whichever is greater. The agreements with the rental cars are currently reported as month-to-month short-term leases in Note 7.

In May 2016, the Authority entered into a service agreement with a concession company. Under the agreement and subsequent amendments, including an amendment dated May 5, 2022, the company is granted the right to operate a restaurant and retail space in the airport through April 30, 2027 with an option to extend for an additional five years. In consideration of its operating rights, the company shall pay the Authority the guaranteed minimum annual fee of \$120,000, prorated monthly, or a graduated percentage of gross revenue for each such period of the concession term, whichever is the greater amount. The agreement is currently reported as a lease in Note 7.

In 2024, the minimum concession fees from rental car and restaurant concessionaires were \$120,000 and \$195,278, respectively. The minimum annual guarantee for Republic parking in 2024 was \$350,000.

**Note 9 - Pension Plans*****Plan Description***

The Authority participates in the LGDTF, a cost-sharing multiple-employer defined benefit pension fund administered by PERA. Plan benefits are specified in Title 24 of the Colorado Revised Statutes (C.R.S.) and applicable provisions of the federal Internal Revenue Code. Colorado state law provisions may be amended from time to time by the Colorado General Assembly. PERA issues a publicly available Annual Comprehensive Financial Report that includes financial statements and required supplementary information for the LGDTF that can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports). The report can also be obtained by writing to Colorado PERA, 1301 Pennsylvania Street, Denver, CO 80203 or by calling PERA at 1-800-759-PERA (7372) or 303-832-9550.

The LGDTF provides retirement, disability, and survivor benefits for members or their beneficiaries. Retirement benefits are based upon a number of factors, including retirement age, years of credited service, and highest average salary. Retirement eligibility is specified in tables set forth in the Colorado Revised Statutes. The lifetime retirement benefit for all eligible retiring employees under the PERA benefit structure is generally the greater of the following:

- Highest average salary multiplied by 2.5 percent and then multiplied by the credited years of service
- The value of the retiring employee's member contribution account plus a 100 percent match on eligible amounts as of the retirement date. This amount is then annuitized into a monthly benefit based on life expectancy and other actuarial factors.

Note 9 - Pension Plans (Continued)

In all cases, the service retirement benefit is limited to 100 percent of highest average salary and also cannot exceed the maximum benefit allowed by federal Internal Revenue Code. Members may elect to withdraw their member contribution accounts upon termination of employment with all PERA employers, waiving rights to any lifetime retirement benefits earned. If eligible, the member may receive a match of either 50 percent or 100 percent on eligible amounts depending on when contributions were remitted to PERA, the date employment was terminated, whether 5 years of service credit has been obtained, and the benefit structure under which contributions were made.

Disability benefits are available for eligible employees once they reach 5 years of earned service credit and meet the definition of a disability. These benefits are divided into a two-tier disability program consisting of a short-term disability program and a disability retirement benefit. At benefit commencement, the member can choose from different payment options, some of which can continue after the retiree's death to a named beneficiary, and for which the benefit amount is appropriately adjusted. Generally, the disability benefit amount is based on the retirement benefit formula shown above considering a minimum 20 years of service credit, if deemed disabled.

Survivor benefits are determined by several factors, which include the amount of earned service credit, highest average salary of the deceased, the benefit structure under which service credit was obtained, and the qualified survivor who will receive the benefits.

Funding Policy

Eligible employees and the Authority are required to contribute to the LGDTF at a rate set by Colorado statute. The contribution requirements of plan members and the Authority are established under Title 24, Article 51, Part 4 of the C.R.S., as amended. The contribution rate was 8.00 percent of covered salary through June 30, 2020, and 8.50 percent thereafter for eligible employees. The Authority's contribution requirements as a percentage of employee salaries for the year ended December 31, 2024 are summarized in the table below:

Employer contribution rate apportioned to the LGDTF	9.98 %
Amortization equalization disbursement (AED)	2.20
Supplemental amortization equalization disbursement (SAED)	1.50
	<hr/>
Total employer contribution rate to the LGDTF	13.68 %

The Authority's contributions are recognized by the LGDTF in the period in which the compensation becomes payable to the member and the Authority is statutorily committed to pay the contributions to the LGDTF. The Authority's contributions to the LGDTF for the year ended December 31, 2024 were \$276,501.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2024, the Authority reported a net pension liability of \$1,681,428 for its proportionate share of the net pension liability. The net pension liability as of December 31, 2024 was measured as of December 31, 2023 and the total pension liability used to calculate the net pension liability was determined as of December 31, 2023 using standard roll-forward techniques in actuarial valuations as of December 31, 2022. The Authority's proportion of the net pension liability for the year ended December 31, 2024 was based on the Authority's contributions to the LGDTF for the calendar year 2023 relative to the total contributions of participating employers to the LGDTF. At December 31, 2024, the Authority's proportion was 0.2291 percent, which was an increase of 0.0188 percent from its proportion measured as of December 31, 2023. For the year ended December 31, 2024, the Authority recognized pension expense recovery of \$237,048.

**December 31, 2024**

**Note 9 - Pension Plans (Continued)**

The Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 90,994	\$ 1,727
Net difference between projected and actual earnings on pension plan investments	490,984	-
Changes in proportionate share or difference between amount contributed and proportionate share of contributions	57,829	2,331
Employer contributions to the plan subsequent to the measurement date	270,449	-
Total	<u>\$ 910,256</u>	<u>\$ 4,058</u>

The Authority reports deferred outflows of resources related to pensions resulting from the Authority's contributions to the plan subsequent to the measurement date. Amounts reported as deferred outflows as of December 31, 2024 were \$270,449, which will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ending December 31	Net Amortization
2025	\$ 148,962
2026	207,940
2027	414,089
2028	(135,242)
Total	<u>\$ 635,749</u>

**Actuarial Assumptions**

The total pension liability in the December 31, 2022 actuarial valuation was determined using the following actuarial cost method, actuarial assumptions, and other inputs:

- Actuarial cost method: Entry age
- Price inflation: 2.30 percent
- Real wage growth: 0.70 percent
- Wage inflation: 3.00 percent
- Salary increases (including inflation): 3.20-11.30 percent
- Long-term investment rate of return (net of plan investment expenses, including price inflation): 7.25 percent
- Discount rate: 7.25 percent

**December 31, 2024****Note 9 - Pension Plans (Continued)**

- Mortality:
  - Active members - PubG-2010 Employee Table with generational projection using scale MP-2019
  - Postretirement nondisabled - PubG-2010 Healthy Retiree Table with adjustments
  - Disabled retirees - PubNS-2010 Disabled Retiree Table using 99 percent of the rates for all ages with generational projection using scale MP-2019
- Postretirement benefit increases:
  - PERA benefit structure hired prior to January 1, 2007 and DPS benefit structure (automatic) - 1.00 percent compounded annually
  - PERA benefit structure hired after December 31, 2006 (ad hoc, substantively automatic) - Financed by the Annual Increase Reserve
- The actuarial assumptions used in the December 31, 2022 valuation were based on the 2020 Experience Study report, dated October 28, 2020, for the period from January 1, 2016 through December 31, 2019. Revised economic and demographic assumptions were adopted by PERA's board on November 20, 2020 and were effective as of December 31, 2020.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.25 percent for the year ended December 31, 2024. The projection of cash flows used to determine the discount rate applied the actuarial cost method and assumptions shown above. In addition, the following methods and assumptions were used in the projection of cash flows:

- Total covered payroll for the initial projection year consists of the covered payroll of the active membership present on the valuation date and the covered payroll of future plan members assumed to be hired during the year. In subsequent projection years, total covered payroll was assumed to increase annually at a rate of 3.00 percent.
- Employee contributions were assumed to be made at the current member contribution rate. Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members.
- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law and effective as of the measurement date, including current and estimated future AED and SAED, until the actuarial value funding ratio reaches 103 percent, at which point the AED and SAED will each drop 0.50 percent every year until they are zero. Additionally, estimated employer contributions included reductions for the funding of the AIR and retiree health care benefits. For future plan members, employer contributions were further reduced by the estimated amount of total service costs for future plan members not financed by their member contributions.
- Employer contributions and the amount of total service costs for future plan members were based upon a process used by the plan to estimate future actuarially determined contributions assuming an analogous future plan member growth rate.
- The AIR balance was excluded from the initial fiduciary net position, as, per statute, AIR amounts cannot be used to pay benefits until transferred to either the retirement benefits reserve or the survivor benefits reserve, as appropriate. AIR transfers to the fiduciary net position and the subsequent AIR benefit payments were estimated and included in the projections.



December 31, 2024

**Note 9 - Pension Plans (Continued)**

- Benefit payments and contributions were assumed to be made at the middle of the year.
- The projected benefit payments reflect the lowered annual increase cap, from 1.25 percent to 1.00 percent, resulting from the 2020 AAP assessment, statutorily recognized July 1, 2021 and effective July 1, 2022.

Based on the above assumptions and methods, the LGDTF's fiduciary net position was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return of 7.25 percent on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate determination does not use the municipal bond index rate, and, therefore, the discount rate is 7.25 percent. There was no change in the discount rate from the prior measurement date.

**Investment Rate of Return**

The long-term expected return on plan assets is reviewed as part of regular experience studies prepared every four or five years for PERA. Recently, this assumption has been reviewed more frequently. The most recent analyses were outlined in the Experience Study report dated October 28, 2020. As a result of the November 20, 2020 PERA board meeting, the following economic assumptions were changed, effective December 31, 2020:

- Price inflation assumption decreased from 2.40 percent per year to 2.30 percent per year.
- Real rate of investment return assumption increased from 4.85 percent per year, net of investment expenses, to 4.95 percent per year, net of investment expenses.
- Wage inflation assumption decreased from 3.50 percent per year to 3.00 percent per year.

Several factors were considered in evaluating the long-term rate of return assumption for the LGDTF, including long-term historical data, estimates inherent in current market data, and a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and then adding expected inflation.

As of the most recent adoption of the long-term expected rate of return by the PERA board, the target asset allocation and best estimates of geometric real rates of return for each major asset class for December 31, 2024 are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global equity	54.00 %	5.60 %
Fixed income	23.00	1.30
Private equity	8.50	7.10
Real estate	8.50	4.40
Alternatives	6.00	4.70

In setting the long-term expected rate of return, projections employed to model future returns provide a range of expected long-term returns that, including expected inflation, ultimately support a long-term expected rate of return assumption of 7.25 percent.

Note 9 - Pension Plans (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the Authority's proportionate share of the net pension liability calculated using the discount rate of 7.25 percent, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.25 percent) or 1 percentage point higher (8.25 percent) than the current rate:

	1 Percentage Point Decrease	Current Discount Rate	1 Percentage Point Increase
Authority's proportionate share of the net pension liability as of December 31, 2024	\$ 3,295,787	\$ 1,681,428	\$ 329,141

Detailed information about the pension plan's fiduciary net position is available in PERA's Annual Comprehensive Financial Report, which can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

Note 10 - Other Postemployment Benefit Plan

Plan Description

In addition to the defined benefit pension plan, employees of the Authority are provided with OPEB through the HCTF, a cost-sharing multiple-employer health care trust administered by PERA. The HCTF provides a health care premium subsidy to eligible PERA participating benefit recipients and their eligible beneficiaries. Title 24, Article 51, Part 12 of the C.R.S., as amended, assigns the authority to establish the HCTF benefit provisions to the PERA board to contract, self-insure, and authorize disbursements necessary in order to carry out the purposes of the PERACare program, including the administration of the premium subsidies. Colorado state law provisions may be amended from time to time by the Colorado General Assembly. PERA issues a publicly available Annual Comprehensive Financial Report that includes financial statements and required supplementary information for the HCTF. That report may be obtained online at [www.copera.org](http://www.copera.org); by writing to Colorado PERA, 1301 Pennsylvania Street, Denver, CO 80203; or by calling PERA at 1-800-759-PERA (7372) or 303-832-9550.

Benefits Provided

The HCTF provides a health care premium subsidy to eligible participating PERA benefit recipients and retirees who choose to enroll in one of the PERA health care plans; however, the subsidy is not available if only enrolled in the dental and/or vision plan(s). The health care premium subsidy is based upon the benefit structure under which the member retires and the member's years of service credit.

Enrollment in PERACare is voluntary and is available to benefit recipients and their eligible dependents, certain surviving spouses, and divorced spouses and guardians, among others. Eligible benefit recipients may enroll into the program upon retirement, upon the occurrence of certain life events, or on an annual basis during an open enrollment period.

The maximum service-based premium subsidy is \$230 per month for benefit recipients who are under 65 years of age and who are not entitled to Medicare; the maximum service-based subsidy is \$115 per month for benefit recipients who are 65 years of age or older or who are under 65 years of age and entitled to Medicare. The basis for the maximum service-based subsidy, in each case, is for benefit recipients with retirement benefits based on 20 or more years of service credit. There is a 5 percent reduction in the subsidy for each year less than 20. The benefit recipient pays the remaining portion of the premium to the extent the subsidy does not cover the entire amount.



December 31, 2024

**Note 10 - Other Postemployment Benefit Plan (Continued)**

For benefit recipients who have not participated in Social Security and who are not otherwise eligible for premium-free Medicare Part A for hospital-related services, C.R.S. § 24-51-1206(4) (CRS) provides an additional subsidy. According to the statute, PERA cannot charge premiums to benefit recipients without Medicare Part A that are greater than premiums charged to benefit recipients with Part A for the same plan option, coverage level, and service credit. Currently, for each individual PERACare enrollee, the total premium for Medicare coverage is determined assuming plan participants have both Medicare Part A and Part B, and the difference in premium cost is paid by the HCTF on behalf of benefit recipients not covered by Medicare Part A.

**Contributions**

In accordance with the C.R.S., certain contributions are apportioned to the HCTF. The Authority is required to contribute at a rate of 1.02 percent of PERA-includable salary into the HCTF. Employer contributions are recognized by the HCTF in the period in which the compensation becomes payable to the member and the Authority is statutorily committed to pay the contributions. The Authority's contributions to the HCTF for the year ended December 31, 2024 were \$20,826.

**Net OPEB Liability**

At December 31, 2024, the Authority reported a liability of \$129,975 for its proportionate share of the net OPEB liability. The net OPEB liability for the HCTF was measured as of December 31, 2023 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2022. Standard update procedures were used to roll forward the total OPEB liability to December 31, 2023.

The Authority's proportion of the net OPEB liability for the year ended December 31, 2024 was based on the Authority's contributions to the HCTF for the calendar year 2023 relative to the total contributions of participating employers to the HCTF. At December 31, 2023, the Authority's proportion was 0.01821 percent, which was an increase of 0.0012 percent from its proportion measured as of December 31, 2022.

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended December 31, 2024, the Authority recognized OPEB expense recovery of \$19,649.

At December 31, 2024, the Authority reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ 26,640
Net difference between projected and actual earnings on OPEB plan investments	4,020	-
Changes in assumptions	1,528	13,782
Changes in proportionate share or difference between amount contributed and proportionate share of contributions	15,089	6,227
Employer contributions to the plan subsequent to the measurement date	20,826	-
Total	<u>\$ 41,463</u>	<u>\$ 46,649</u>

December 31, 2024

**Note 10 - Other Postemployment Benefit Plan (Continued)**

The Authority reports deferred outflows of resources related to OPEB resulting from the Authority's contributions to the plan subsequent to the measurement date. Amounts reported as deferred outflows as of December 31, 2024 were \$20,826, which will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as an expense recovery as follows:

Years Ending December 31	Net Amortization
2025	\$ (1,521)
2026	(4,376)
2027	(4,557)
2028	(4,557)
2029	(4,222)
Thereafter	(6,779)
Total	<u>\$ (26,012)</u>

**Actuarial Assumptions**

The total OPEB liability for the HCTF in the December 31, 2022 actuarial valuation was determined using the same assumptions as the LGDTF for the following assumptions: mortality tables, actuarial cost method, price inflation, real wage growth, wage inflation, and salary increases.

The health care cost trend rates used to measure the total OPEB liability are as follows:

- PERACare Medicare plans - 7.00 percent in 2023 gradually decreasing to 4.50 percent in 2033
- Medicare Part A premiums - 3.50 percent in 2023 gradually increasing to 4.50 percent in 2035

The following health care costs assumptions were updated and used in the rollforward calculation for the trust fund:

- Initial per capita health care costs for those PERACare enrollees under the PERA benefit structure who are expected to attain age 65 and older ages and are not eligible for premium-free Medicare Part A benefits were updated to reflect the change in costs for the 2023 plan year.
- The health care cost trend rates for Medicare Part A premiums were revised to reflect the then-current expectation of future increases in rates of inflation applicable to Medicare Part A premiums.
- The morbidity rates used to estimate individual retiree and spouse costs by age and gender were updated effective for the December 31, 2022 valuation. The revised morbidity rates are based on a review of historical claims experience by age, gender, and status (active versus retired) from actuary's claims data warehouse.

The actuarial assumptions used in the December 31, 2022 valuation were based on the results of the 2020 experience analysis for the period from January 1, 2016 through December 31, 2019 and were adopted by PERA's board during the November 20, 2020 board meeting.

**December 31, 2024****Note 10 - Other Postemployment Benefit Plan (Continued)*****Discount Rate***

The discount rate used to measure the total OPEB liability was 7.25 percent at December 31, 2024. The projection of cash flows used to determine the discount rate applied the actuarial cost method and assumptions shown above. In addition, the following methods and assumptions were used in the projection of cash flows:

- Updated health care cost trend rates for Medicare Part A premiums as of the December 31, 2023 measurement date
- Total covered payroll for the initial projection year consists of the covered payroll of the active membership present on the valuation date and the covered payroll of future plan members assumed to be hired during the year. In subsequent projection years, total covered payroll was assumed to increase annually at a rate of 3.00 percent.
- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law and effective as of the measurement date.
- Employer contributions and the amount of total service costs for future plan members were based upon a process used by the plan to estimate future actuarially determined contributions assuming an analogous future plan member growth rate.
- Estimated transfers of dollars into the trust fund representing a portion of purchase service agreements intended to cover the costs associated with OPEB benefits
- Benefit payments and contributions were assumed to be made at the middle of the year.
- Beginning with the December 31, 2023 measurement date and thereafter, the FNP as of the current measurement date is used as the starting point for the GASB 74 projection test.

Based on the above assumptions and methods, the projection test indicates the HCTF's fiduciary net position was projected to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return of 7.25 percent on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. The discount rate determination does not use the municipal bond index rate, and, therefore, the discount rate is 7.25 percent.

***Investment Rate of Return***

The long-term expected return on OPEB plan investments is the same as the long-term expected return on the LGDTF investments described above and is reviewed as part of regular experience studies prepared every four or five years for PERA.

In setting the long-term expected rate of return, projections employed to model future returns provide a range of expected long-term returns that, including expected inflation, ultimately support a long-term expected rate of return assumption of 7.25 percent.

Note 10 - Other Postemployment Benefit Plan (Continued)

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate*

The following presents the proportionate share of the net OPEB liability of the Authority, calculated using the discount rate of 7.25 percent, as well as what the Authority's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1 Percentage Point Decrease (6.25%)	Current Discount Rate (7.25%)	1 Percentage Point Increase (8.25%)
Proportionate share of the net OPEB liability as of December 31, 2024	\$ 153,516	\$ 129,975	\$ 109,835

*Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rate*

The following presents the proportionate share of the net OPEB liability of the Authority, calculated using the current health care cost trend rates applicable to the PERA benefit structure, as well as what the Authority's net OPEB liability would be if it were calculated using health care cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current rates:

	1 Percentage Point Decrease in Trend Rates	Current Health Care Cost Trend Rates	1 Percentage Point Increase in Trend Rates
Net OPEB liability as of December 31, 2024	\$ 126,244	\$ 129,975	\$ 134,033

Note 11 - Defined Contribution Pension Plan

Employees of the Authority who are also members of the LGDTF may voluntarily contribute to the Voluntary Investment Program, an Internal Revenue Code Section 401(k) defined contribution plan administered by PERA. Title 24, Article 51, Part 14 of the C.R.S., as amended, assigns the authority to establish the plan provisions to the PERA board of trustees. PERA issues a publicly available ACFR, which includes additional information on the Voluntary Investment Program. That report can be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

The Voluntary Investment Program is funded by voluntary member contributions up to the maximum limits set by the Internal Revenue Service, as established under Title 24, Article 51, Section 1402 of the CRS, as amended. In addition, the Authority has agreed to match employee contributions up to 4 percent of covered salary determined by the Internal Revenue Service. Employees are immediately vested in their own contributions, employer contributions, and investment earnings. For the year ended December 31, 2024, the Authority made matching contributions of \$52,533.

Note 12 - Commitments

*Tax, Spending, and Debt Limitations*

In November 1992, voters passed an amendment to the Constitution of the State of Colorado, Article X, Section 20, which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The amendment excludes enterprises from its provisions. Enterprises, defined as government-owned businesses authorized to issue revenue bonds and receiving less than 10 percent of their annual revenue in grants from all state and local governments combined, are excluded from the provisions of the amendment. It is the Authority's opinion that it qualifies for the exclusion and is, therefore, excluded from the provisions of the amendment.

**December 31, 2024**

**Note 12 - Commitments (Continued)**

***Federally Assisted Grant Programs***

The Authority participates in federally assisted grant programs. These programs are subject to the provisions of the Single Audit Act of 1996 and the Uniform Grant Guidance. The amount, if any, of expenditures that may be disallowed by the granting agency cannot be determined at this time, although the Authority expects such amounts, if any, to be immaterial.

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## Required Supplementary Information

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## Grand Junction Regional Airport Authority

### Required Supplementary Information Schedule of the Authority's Proportionate Share of the Net Pension Liability (Asset) Local Government Division Trust Fund Administered by the Colorado Public Employees' Retirement Association

	Last Ten Plan Years Measurement Periods Ended December 31									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Authority's proportion of the net pension liability (asset)	0.22906 %	0.21030 %	(0.21460)%	0.23507 %	0.24171 %	0.22102 %	0.22859 %	0.22504 %	0.25758 %	0.23838 %
Authority's proportionate share of the net pension liability (asset)	\$ 1,681,428	\$ 2,108,343	\$ (183,991)	\$ 1,225,007	\$ 1,767,875	\$ 2,778,666	\$ 2,545,148	\$ 3,038,815	\$ 2,837,459	\$ 2,136,600
Authority's covered payroll	\$ 2,046,657	\$ 1,730,984	\$ 1,601,532	\$ 1,674,993	\$ 1,683,336	\$ 1,449,631	\$ 1,442,006	\$ 1,363,996	\$ 1,462,822	\$ 1,306,200
Authority's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	82.15 %	121.80 %	(11.49)%	73.14 %	105.02 %	191.68 %	176.50 %	222.79 %	193.97 %	163.57 %
Plan fiduciary net position as a percentage of the total pension liability	88.03 %	82.99 %	101.49 %	90.88 %	86.26 %	75.96 %	79.37 %	73.65 %	76.87 %	80.72 %

See note to required supplementary information.

## Grand Junction Regional Airport Authority

### Required Supplementary Information Schedule of Pension Contributions Local Government Division Trust Fund Administered by the Colorado Public Employees' Retirement Association

	Last Ten Fiscal Years Years Ended December 31									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Statutorily required contribution	\$ 270,449	\$ 278,697	\$ 232,334	\$ 210,946	\$ 214,762	\$ 211,066	\$ 183,815	\$ 182,848	\$ 172,959	\$ 185,490
Contributions in relation to the statutorily required contribution	270,449	278,697	232,334	210,946	214,762	211,066	183,815	182,848	172,959	185,490
<b>Contribution Deficiency</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authority's Covered Payroll</b>	<b>\$ 1,981,464</b>	<b>\$ 2,046,657</b>	<b>\$ 1,730,984</b>	<b>\$ 1,601,532</b>	<b>\$ 1,674,993</b>	<b>\$ 1,683,336</b>	<b>\$ 1,449,631</b>	<b>\$ 1,442,006</b>	<b>\$ 1,363,996</b>	<b>\$ 1,462,822</b>
<b>Contributions as a Percentage of Covered Payroll</b>	13.65 %	13.62 %	13.42 %	13.17 %	12.82 %	12.54 %	12.68 %	12.68 %	12.68 %	12.68 %

See note to required supplementary information.



## Grand Junction Regional Airport Authority

### Required Supplementary Information Schedule of the Authority's Proportionate Share of the Net OPEB Liability Health Care Trust Fund Administered by the Colorado Public Employees' Retirement Association

	Last Eight Plan Years*							
	Measurement Periods Ended December 31							
	2023	2022	2021	2020	2019	2018	2017	2016
Authority's proportion of the net OPEB liability	0.01821 %	0.01698 %	0.01668 %	0.01795 %	0.01851 %	0.01714 %	0.01776 %	0.01727 %
Authority's proportionate share of the net OPEB liability	\$ 129,975	\$ 138,641	\$ 143,852	\$ 170,587	\$ 208,079	\$ 233,195	\$ 230,836	\$ 223,970
Authority's covered payroll	\$ 2,046,657	\$ 1,730,984	\$ 1,601,532	\$ 1,674,993	\$ 1,683,336	\$ 1,449,631	\$ 1,442,006	\$ 1,363,996
Authority's proportionate share of the net OPEB liability as a percentage of its covered payroll	6.35 %	8.01 %	8.98 %	10.18 %	12.36 %	16.09 %	16.01 %	16.42 %
Plan fiduciary net position as a percentage of total OPEB liability	46.16 %	38.57 %	39.40 %	32.78 %	24.49 %	17.03 %	17.53 %	16.72 %

\*The required supplementary information is intended to show information for 10 years, and additional years' information will be displayed as it becomes available.

# Grand Junction Regional Airport Authority

## Required Supplementary Information Schedule of OPEB Contributions Health Care Trust Fund Administered by the Colorado Public Employees' Retirement Association

	Last Eight Fiscal Years*							
	Years Ended December 31							
	2024	2023	2022	2021	2020	2019	2018	2017
Contractually required contribution	\$ 20,826	\$ 23,952	\$ 17,953	\$ 16,647	\$ 17,276	\$ 16,978	\$ 14,786	\$ 14,708
Contributions in relation to the contractually required contribution	20,826	23,952	17,953	16,647	17,276	16,978	14,786	14,708
<b>Contribution Deficiency</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authority's Covered Payroll</b>	<b>\$ 1,981,464</b>	<b>\$ 2,046,657</b>	<b>\$ 1,730,984</b>	<b>\$ 1,601,532</b>	<b>\$ 1,674,993</b>	<b>\$ 1,683,336</b>	<b>\$ 1,449,631</b>	<b>\$ 1,442,006</b>
<b>Contributions as a Percentage of Covered Payroll</b>	1.05 %	1.17 %	1.04 %	1.04 %	1.03 %	1.01 %	1.02 %	1.02 %

\*The required supplementary information is intended to show information for 10 years, and additional years' information will be displayed as it becomes available.

December 31, 2024

### ***Pension and OPEB Information***

#### **Benefit Changes**

There were no changes of pension or OPEB benefit terms in 2024.

#### **Changes in Assumptions**

During 2022, the assumption used to value the AI cap benefit provision for pension was changed from 1.25 percent to 1.00 percent.

During 2021, the following assumption changes were reflected in the rollforward calculation of the total pension liability and total OPEB liability from December 31, 2019 to December 31, 2020:

- Salary scale assumptions and rates of termination/withdrawal, retirement, and disability were revised to align with revised economic assumptions and to more closely reflect actual experience.
- Updates were made to the mortality tables used.
- Price inflation assumption decrease from 2.40 percent per year to 2.30 percent per year
- Real rate of investment return assumption increase from 4.85 percent per year, net of investment expenses to 4.95 percent per year, net of investment expenses
- Wage inflation assumption decreased from 3.50 percent per year to 3.00 percent per year.

#### **Changes in Size or Composition of the Covered Population**

There were no significant changes in size or composition of the covered population in 2024.

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## Other Supplementary Information

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Draft

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance with *Government Auditing Standards*

**Independent Auditor's Report**

To Management and the Board of Commissioners  
Grand Junction Regional Airport Authority

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of Grand Junction Regional Airport Authority (the "Authority") as of and for the year ended December 31, 2024 and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated August 19, 2025.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To Management and the Board of Commissioners  
Grand Junction Regional Airport Authority

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

August 19, 2025

Draft

Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required  
by the Uniform Guidance

**Independent Auditor's Report**

To the Board of Commissioners  
Grand Junction Regional Airport Authority

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Grand Junction Regional Airport Authority's (the "Authority") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the Authority's major federal program for the year ended December 31, 2024. The Authority's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended December 31, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Our responsibilities under those standards and the Uniform Guidance are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal program.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.



To the Board of Commissioners  
Grand Junction Regional Airport Authority

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

August 19, 2025

Draft

## Grand Junction Regional Airport Authority

### Schedule of Expenditures of Federal Awards

Year Ended December 31, 2024

Federal Agency/Pass-through Agency/Program Title	Assistance Listing Number	Grant Number or Pass- through Entity Identifying Number	Provided to Subrecipients	Federal Expenditures
U.S. Department of Transportation, Federal Aviation Administration - Direct Programs:				
Airport Improvement Program	20.106	Various	\$ -	\$ 21,925,507
COVID-19 - Airport Coronavirus Response Grant Program (ACRGP)				
Concessions	20.106	3-08-0027-071-2021	-	53,547
COVID-19 - Concessions Rent Relief Airport Rescue Grant	20.106	3-08-0027-074-2022	-	70,376
Total			<u>\$ -</u>	<u>\$ 22,049,430</u>

**Notes to Schedule of Expenditures of Federal Awards**

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**Year Ended December 31, 2024**

**Note 1 - Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Grand Junction Regional Airport Authority (the "Authority") under programs of the federal government for the year ended December 31, 2024. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

**Note 2 - Summary of Significant Accounting Policies**

Expenditures reported in the Schedule are reported on the same basis of accounting as the basic financial statements. Such expenditures are recognized following the cost principles contained in Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Authority has elected not to use the 10 percent *de minimis* indirect cost rate to recover indirect costs, as allowed under the Uniform Guidance.

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## Schedule of Findings and Questioned Costs

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Draft

## Grand Junction Regional Airport Authority

# Schedule of Findings and Questioned Costs

Year Ended December 31, 2024

### Section I - Summary of Auditor's Results

#### Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted?

☐ Yes ☒ None reported

#### Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? ☐ Yes ☒ None reported

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

☐ Yes ☒ No

Identification of major programs:

Assistance Listing Number	Name of Federal Program or Cluster	Opinion
20.106	Airport Improvement Program	Unmodified

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

☒ Yes ☐ No

### Section II - Financial Statement Audit Findings

Current Year None

### Section III - Federal Program Audit Findings

Current Year None

Report on Compliance for the Passenger Facility Charge Program; Report on Internal Control Over Compliance as  
Required by the Passenger Facility Charge Audit Guide for Public Agencies

**Independent Auditor's Report**

To the Board of Directors  
Grand Junction Regional Airport Authority

**Report on Compliance for the Passenger Facility Charge Program**

***Opinion on the Passenger Facility Charge Program***

We have audited Grand Junction Regional Airport Authority's (the "Authority") compliance with the types of compliance requirements identified as subject to audit in the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration and the requirements in 14 CFR 158.63 (collectively, the "Guide") that could have a direct and material effect on the Authority's passenger facility charge program for the year ended December 31, 2024. The Authority's passenger facility charge program is identified in the schedule of passenger facility charge collections and expenditures (the "Schedule").

In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the passenger facility charge program for the year ended December 31, 2024.

***Basis for Opinion on the Passenger Facility Charge Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the applicable requirements described in the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration, and the requirements in 14 CFR 158.63. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the passenger facility charge program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's passenger facility charge program.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of the passenger facility charge program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Guide, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of the passenger facility charge program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of the passenger facility charge program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of the passenger facility charge program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

To the Board of Directors  
Grand Junction Regional Airport Authority

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Guide. Accordingly, this report is not suitable for any other purpose.

Draft



**Grand Junction Regional Airport Authority**

**Schedule of Passenger Facility Charge Collections and Expenditures**

**For the Year Ended December 31, 2024**

Collections	Date Approved	Amount Approved for Use	Cumulative Total- December 31, 2023	Quarter 1- January- March	Quarter 2 April- June	Quarter 3 July- September	Quarter 4 October- December	Year Ended December 31, 2024	Cumulative Total- December 31, 2024
Passenger facility charge collections			15,374,714	225,506	277,073	276,324	278,400	1,057,303	16,432,017
Interest earned			248,224	4,332	4,805	7,641	6,753	23,531	271,754
	Total passenger facility charge collections received		15,622,938	229,837	281,879	283,965	285,153	1,080,834	16,703,772
Application 2006-07-C	March 22, 2006	15,857,760	13,032,972	765,000	73,036	-	850,000	1,688,036	14,721,008
Application 2018-08-C	February 1, 2018	11,530,025	1,616,341	-	-	-	-	-	1,616,341
	Total passenger facility charge collections expended	27,387,785	14,649,313	765,000	73,036	-	850,000	1,688,036	16,337,349

**Notes to Schedule of Passenger Facility Charge Collections  
and Expenditures**

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**Year Ended December 31, 2024**

**Note 1 - Basis of Presentation**

The accompanying schedule of passenger facility charge collections and expenditures (the "Schedule") includes agreements entered into directly between Grand Junction Regional Airport Authority (the "Authority") and the Federal Aviation Administration (FAA). The information in this schedule is prepared on the cash basis of accounting and is presented in accordance with the provisions of the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the FAA in September 2000. Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

**Note 2 - Passenger Facility Charges**

Revenue consists of passenger facility fees and investment earnings on restricted cash related to passenger facility charges. Expenditures represent principal, which is payments made by the Authority on the revenue bonds that were used to finance the construction of certain airport improvements. Unliquidated passenger facility charges represent the net restricted cash as of year end.

August 12, 2025

To the Board of Commissioners  
Grand Junction Regional Airport Authority

We have audited the financial statements of Grand Junction Regional Airport Authority (the "Authority" or GJRAA) as of and for the year ended December 31, 2024 and have issued our report thereon dated August 12, 2025. Professional standards require that we provide you with the following information related to our audit, which is divided into the following sections:

Section I - Required Communications with Those Charged with Governance

Section II - Other Recommendations and Informational Items

Section I includes information that we are required to communicate to those individuals charged with governance of the Authority. This section communicates significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process.

Section II presents recommendations related to internal control, procedures, and other matters noted during our current year audit. These comments are offered in the interest of helping the Authority in its efforts toward continuous improvement, not just in the areas of internal control and accounting procedures, but also in operational or administrative efficiency and effectiveness.

We would like to take this opportunity to thank the Authority's staff for the cooperation and courtesy extended to us during our audit. Their assistance and professionalism are invaluable.

This information is intended solely for the use of the board of commissioners and management of the Authority and is not intended to be and should not be used by anyone other than these specified parties.

We welcome any questions you may have regarding the following communications, and we would be willing to discuss these or any other questions that you might have at your convenience.

Very truly yours,

**Plante & Moran, PLLC**

Lisa Meacham, Partner

Rumzei Abdallah, Partner

## **Section I - Required Communications with Those Charged with Governance**

### **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated October 4, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of GJRAA. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Our audit of GJRAA's financial statements has also been conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Under *Government Auditing Standards*, we are obligated to communicate certain matters that come to our attention related to our audit to those responsible for the governance of GJRAA, including compliance with certain provisions of laws, regulations, contracts, and grant agreements; certain instances of error or fraud; illegal acts applicable to government agencies; and significant deficiencies in internal control that we identify during our audit. Toward this end, we issued a separate letter dated August 12, 2025 regarding our consideration of GJRAA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters dated April 24, 2025.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by GJRAA are described in Note 2 to the financial statements.

GJRAA adopted one new accounting policy, GASB 101, *Compensated Absences*, in 2024 that did not have a material impact on the financial statements as a whole.

We noted no transactions entered into by GJRAA during the year for which there is a lack of authoritative guidance or consensus.

We noted no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

## **Section I - Required Communications with Those Charged with Governance (Continued)**

The most sensitive estimate affecting the financial statements was as follows:

- **Management's Estimates of the Pension and OPEB Liabilities and the Related Disclosures -** Management's estimates of the unfunded liability for the pension plan and the OPEB liability were calculated by multiplying the fund's portions of the contributions made to the respective plans by the total liability of the plans provided by an independent actuary and the Colorado Public Employees' Retirement Association (PERA). The independent actuary used a number of assumptions to determine the overall unfunded liability of the plans.

We evaluated the key factors and assumptions used to develop the estimate of the pension and OPEB liabilities and the related disclosures in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in performing and completing our audit other than delays in the timing of our audit requests.

### ***Disagreements with Management***

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not detect any misstatements as a result of audit procedures.

### ***Significant Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Authority, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated August 12, 2025.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## Section II - Other Recommendations and Informational Items

During our audit, we noted areas where we believe there are opportunities for the Authority to further strengthen internal control or to increase operating efficiencies. Our observations on those areas are presented below for your consideration:

- During our walkthrough of cash controls, we noted that while bank reconciliations are reviewed monthly by management, this review is not consistently documented. The absence of formal documentation may limit the ability to demonstrate effective oversight and accountability. As a best practice, we recommend that management implement a standardized process to document the review of bank reconciliations, including reviewer sign-off and date of review, to strengthen the audit trail and reinforce internal control over cash.
- In our testing of journal entry controls, we observed that manual journal entries are not always subject to documented review. Although financial statements are reviewed monthly by the finance manager and presented to the board, the lack of a formal review process for individual journal entries may increase the risk of undetected errors or inappropriate postings. We recommend that management establish and document a formal review and approval process for manual journal entries, including evidence of review, to enhance the reliability of financial reporting.

### **Inflation Reduction Act (IRA)**

Significant legislation was enacted in 2022 that has dramatically expanded the available tax credits, tax incentives, and other funding opportunities related to the green energy sector. Several of these are built on previously existing programs, but many are new and widely applicable. Additionally, new monetization options expand the benefits of tax credits for qualifying activities to public sector organizations like the Authority. The breadth of qualifying activities is significant, including, in most cases, the production of electricity; production of solar, wind, and energy equipment; installation of energy-efficient upgrades to businesses and homes; and the acquisition of electric vehicles (EVs) and charging equipment. We are happy to discuss any questions or potential tax credit opportunities with you, and please also feel free to visit our IRA tax credits articles and webinars at <https://www.plantemoran.com/explore-our-thinking/areas-of-focus/inflation-reduction-act-tax-credits>.

### **Monitoring Lease, SBITA, and PPP Activity**

GASB Statements No. 87, *Leases*; No. 96, *Subscription-Based Information Technology Arrangements* (SBITAs); and No. 94, *Public-Private and Public-Public Partnerships (PPP) and Availability Payment Arrangements*, were effective in fiscal years 2022 and 2023. Although significant analyses were performed to determine the applicability of the new standards and record any necessary adjustments, we want to stress the importance of implementing ongoing monitoring procedures over lease, SBITA, and PPP activity. When the Authority enters into new leases, SBITAs, or PPPs; existing agreements are modified; or other facts and circumstances change, consideration must be given to the impact those changes will have on lease, SBITA, and PPP accounting. In order to do so, the Authority must ensure there is a process in place to identify and appropriately account for new leases, SBITAs, or PPPs or changes to existing agreements on an ongoing basis or at least at the end of each year.

### **Cybersecurity and Information Technology Controls**

Cyberattacks are on the rise across the globe, and the cost of these attacks is ever increasing. Because of these attacks, municipalities stand to lose their reputation, the ability to operate efficiently, and proprietary information or assets. Communities potentially can also be subject to financial and legal liabilities. Managing this issue is especially challenging because even a municipality with a highly mature cybersecurity risk management program still has a residual risk that a material cybersecurity breach could occur and not be detected in a timely manner. We understand that the technology department continues to monitor and evaluate this risk, which are critical best practices. Additionally, periodic assessment of the system in order to verify that the control environment is working as intended is a key part of measuring associated business risk. We encourage administration and those charged with governance to work with the technology team on this very important topic. If we can be of assistance in the process, we would be happy to do so.

## Section II - Other Recommendations and Informational Items (Continued)

### **OMB Revisions to the Uniform Guidance**

In April 2024, the Office of Management and Budget (OMB) released revisions for the Uniform Guidance for federal grants and agreements, which are effective for fiscal year ends beginning on October 1, 2024 and after. The guidance clarifies the applicability of requirements and terminology and includes some relaxation and clarification of certain requirements that required prior approval from federal regulators. A few key changes include the following:

- Increase the single audit threshold to \$1 million from \$750,000
- Require the schedule of expenditures of federal awards (SEFA) to identify recipient of federal award for audits that cover multiple recipients
- Increase the *de minimis* indirect cost rate from 10 percent to 15 percent, effective for grants received on October 1, 2024 and after

The changes are included in more detail within the federal register at <https://www.federalregister.gov/documents/2024/04/22/2024-07496/guidance-for-federal-financial-assistance>, and we are happy to discuss these changes with you.

### **Capitalization Thresholds**

The April 2024 Uniform Grants Guidance 2024 Revision described above resulted in the equipment threshold increasing from \$5,000 to \$10,000. This threshold applies to the value of equipment that at the end of the grant period may be retained, sold, or otherwise disposed of with no further responsibility to the federal agency. In addition to considering this Uniform Guidance threshold related to federal grants compliance, it may be a good time for the Authority to reevaluate the capitalization thresholds. We are happy to assist you in thinking through considerations in evaluating these thresholds.

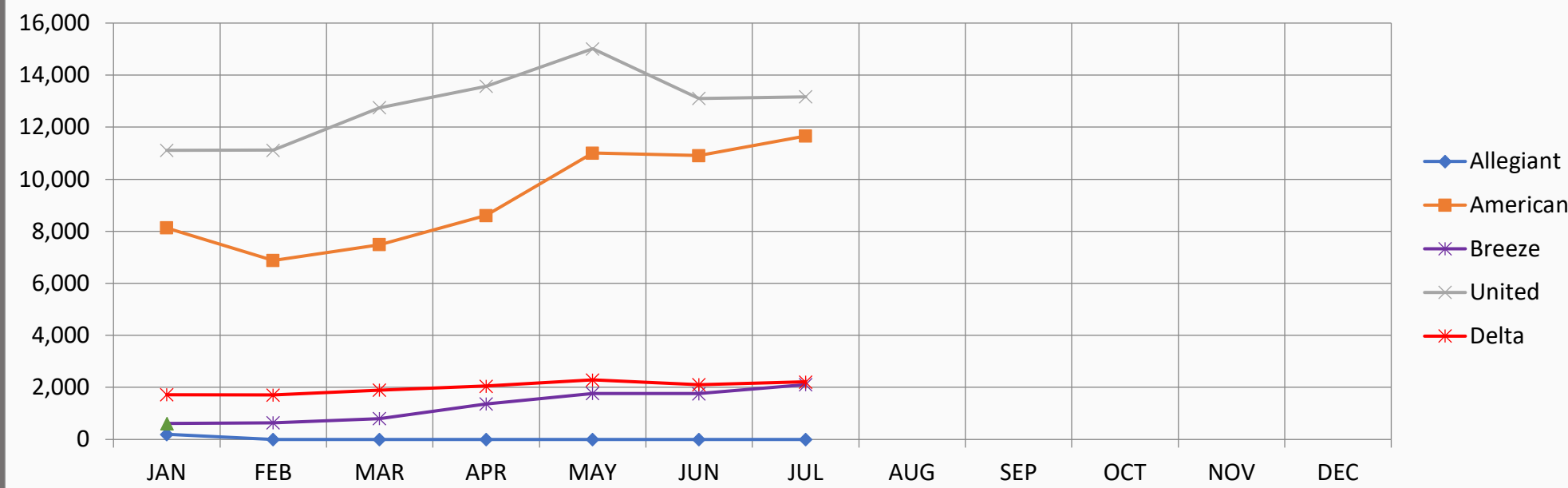


# GRAND JUNCTION REGIONAL AIRPORT

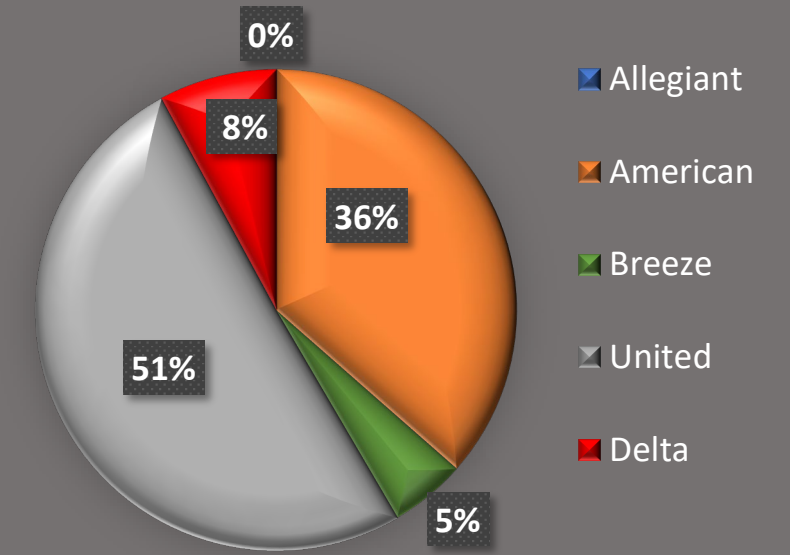
## July 2025 DATA & STATISTICS



# Total Passenger Enplanements



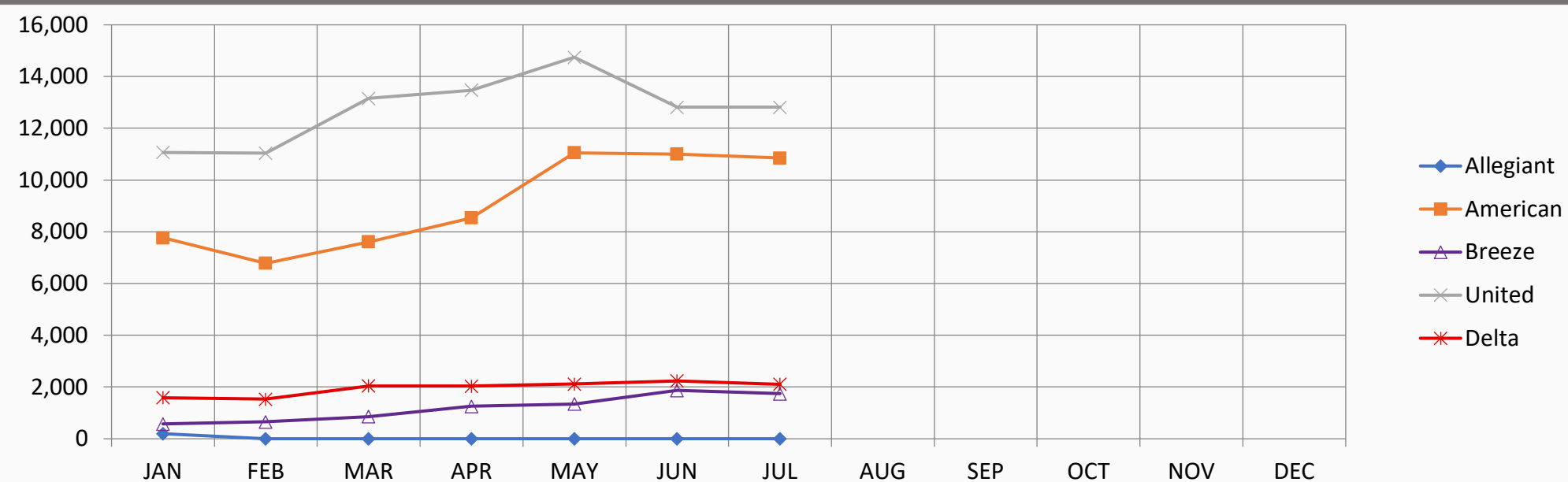
2025 YTD Market Share



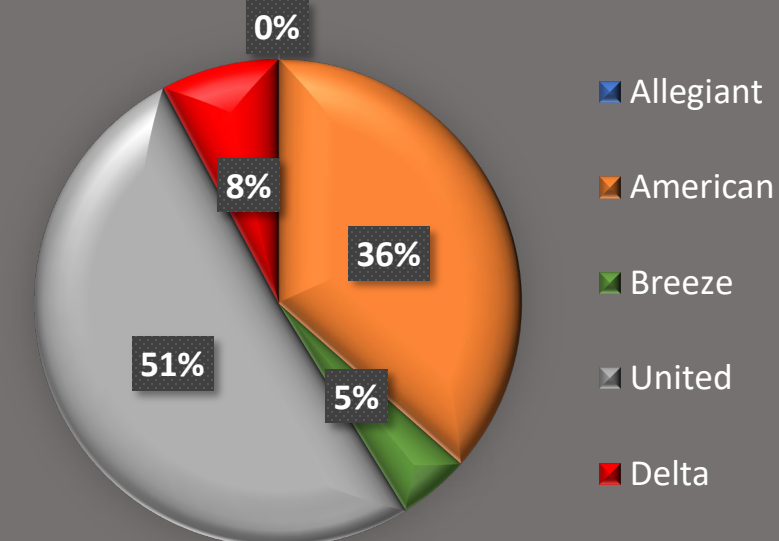
2025	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO, LAS)	United (DEN)	Delta (SLC)	Charters/ Diversions	Total	Annual
JAN	200	8,128	616	11,111	1,721		21,776	↑ 17.1%
FEB	0	6,878	641	11,113	1,712		20,344	↑ 8.9%
MAR	0	7,486	799	12,752	1,893	59	22,989	↑ 4.1%
APR	0	8,603	1,370	13,576	2,052	0	25,601	↑ 11.6%
MAY	0	11,001	1,771	15,015	2,291	56	30,134	↑ 17.3%
JUN	0	10,908	1,759	13,101	2,111	147	28,026	↑ 9.3%
JUL	0	11,660	2,108	13,172	2,210	35	29,185	↑ 15.0%
AUG							0	
SEP							0	
OCT							0	
NOV							0	
DEC							0	
<b>TOTAL</b>	<b>200</b>	<b>64,664</b>	<b>9,064</b>	<b>89,840</b>	<b>13,990</b>	<b>297</b>	<b>178,055</b>	
Market Share	0.11%	36.32%	5.09%	50.46%	7.86%	0.17%	100.00%	

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

# Total Passenger Deplanements



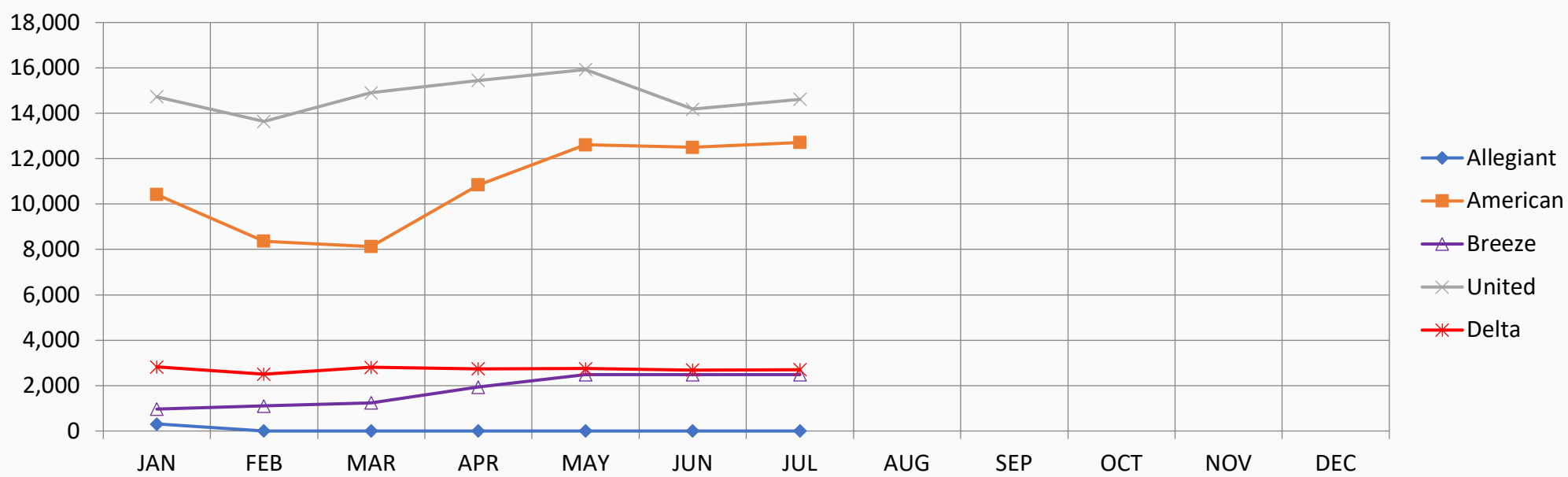
2025 YTD Market Share



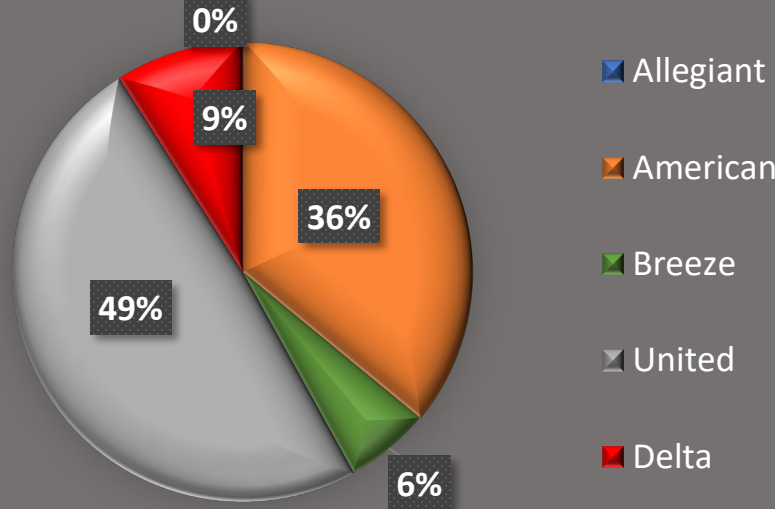
2025	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO, LAS)	United (DEN)	Delta (SLC)	Charters/ Diversions	Total	Annual
JAN	197	7,766	575	11,068	1,589	1,165	22,360	↓ -6.4%
FEB	0	6,781	658	11,041	1,535	1,659	21,674	↑ 5.5%
MAR	0	7,614	860	13,154	2,040	1,947	25,615	↑ 8.3%
APR	0	8,539	1,259	13,470	2,035	462	25,765	↑ 14.0%
MAY	0	11,051	1,344	14,748	2,116	251	29,510	↑ 16.4%
JUN	0	11,009	1,872	12,818	2,235	1,385	29,319	↑ 17.0%
JUL	0	10,852	1,741	12,816	2,109	956	28,474	↑ 11.8%
AUG							0	
SEP							0	
OCT							0	
NOV							0	
DEC							0	
TOTAL	197	63,612	8,309	89,115	13,659	7,825	182,717	
Market Share	0.11%	34.81%	4.55%	48.77%	7.48%	4.28%	100.00%	

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

# Scheduled Capacity



2025 YTD Market Share

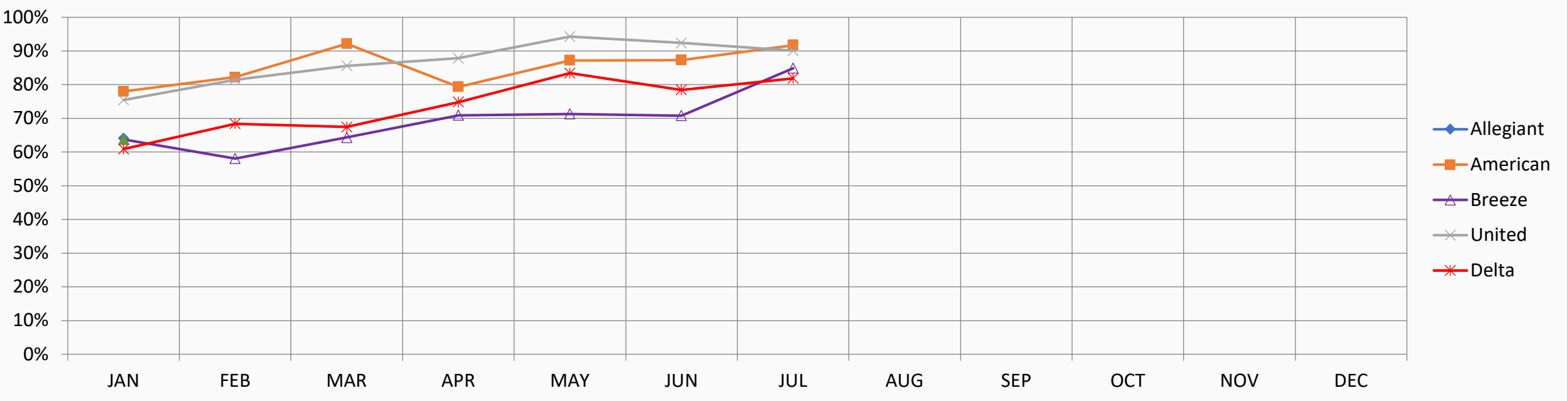


2025	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO, LAS)	United (DEN)	Delta (SLC)	Total	Annual
JAN	312	10,421	966	14,728	2,826	29,253	↑ 21.6%
FEB	0	8,366	1,104	13,642	2,504	25,616	↓ -12.3%
MAR	0	8,125	1,242	14,901	2,807	27,075	↓ -4.8%
APR	0	10,845	1,932	15,453	2,742	30,972	↑ 9.3%
MAY	0	12,614	2,484	15,926	2,746	33,770	↑ 7.1%
JUN	0	12,495	2,484	14,182	2,690	31,851	↑ 1.3%
JUL	0	12,712	2,484	14,614	2,700	32,510	↑ 3.3%
AUG						0	
SEP						0	
OCT						0	
NOV						0	
DEC						0	
<b>TOTAL</b>	<b>312</b>	<b>75,578</b>	<b>12,696</b>	<b>103,446</b>	<b>19,015</b>	<b>211,047</b>	
Market Share	0.15%	35.81%	6.02%	49.02%	9.01%	100.00%	

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

Load Factor

\*Includes Scheduled Flights ONLY

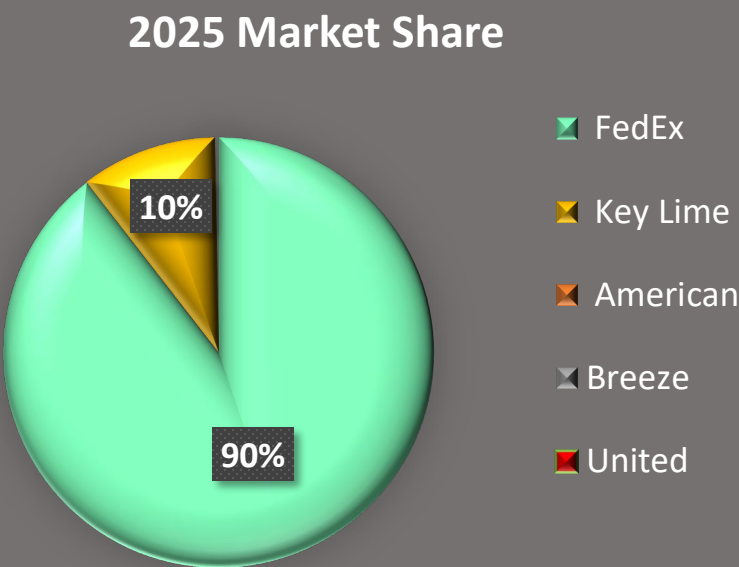


2025	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO, LAS)	United (DEN)	Delta (SLC)	Total	Annual
JAN	64%	78%	64%	75%	61%	74%	↓ -3%
FEB		82%	58%	81%	68%	79%	↑ 16%
MAR		92%	64%	86%	67%	85%	↑ 7%
APR		79%	71%	88%	75%	83%	↑ 2%
MAY		87%	71%	94%	83%	89%	↑ 8%
JUN		87%	71%	92%	78%	88%	↑ 6%
JUL		92%	85%	90%	82%	90%	↑ 9%
AUG							
SEP							
OCT							
NOV							
DEC							
TOTAL	64%	86%	71%	87%	74%	84%	

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

2025 Enplaned and Deplaned Airfreight - Lbs

2025 YTD		
Enplaned Freight	2,038,847	↑ 5.54%
Deplaned Freight	3,291,740	↓ -0.20%
2024 YTD		
Enplaned Freight	1,931,784	
Deplaned Freight	3,298,348	



Enplaned	FedEx	Key Lime	American	Breeze	United	Total	YTD Total	Annual
JAN	321,968	13,830			62	335,860	335,860	↑ 21.5%
FEB	267,525	11,963	35		35	279,558	615,418	↑ 18.0%
MAR	320,020	11,907	12			331,939	947,357	↑ 2.2%
APR	264,225	15,159	60		50	279,494	1,226,851	↑ 1.6%
MAY	259,680	12,600				272,280	1,499,131	↑ 3.8%
JUN	243,772	11,182	420		2	255,376	1,754,507	↓ -11.5%
JUL	272,155	11,967	60		158	284,340	2,038,847	↑ 6.2%
AUG						-		
SEP						-		
OCT						-		
NOV						-		
DEC						-		
TOTAL	1,949,345	88,608	587	-	307	2,038,847	2,038,847	
Market Share	95.61%	4.35%	0.03%	0.00%	0.02%	100.00%		

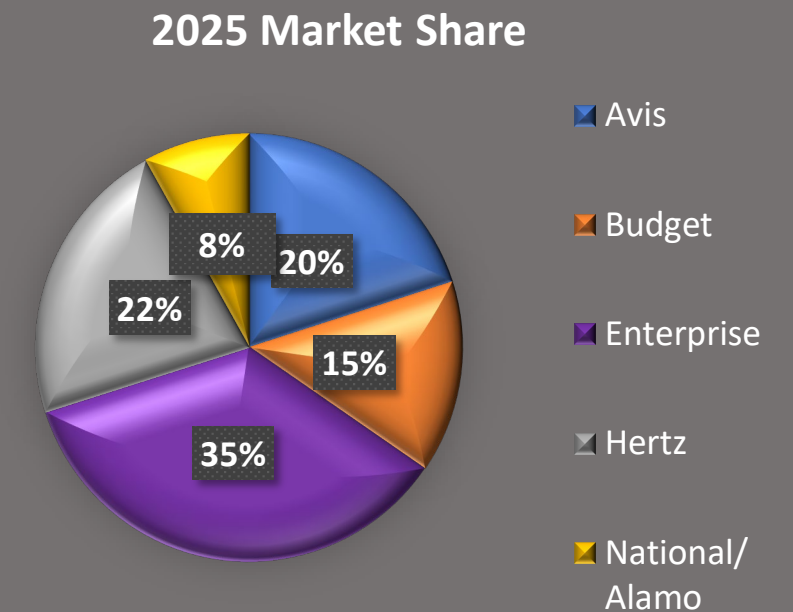
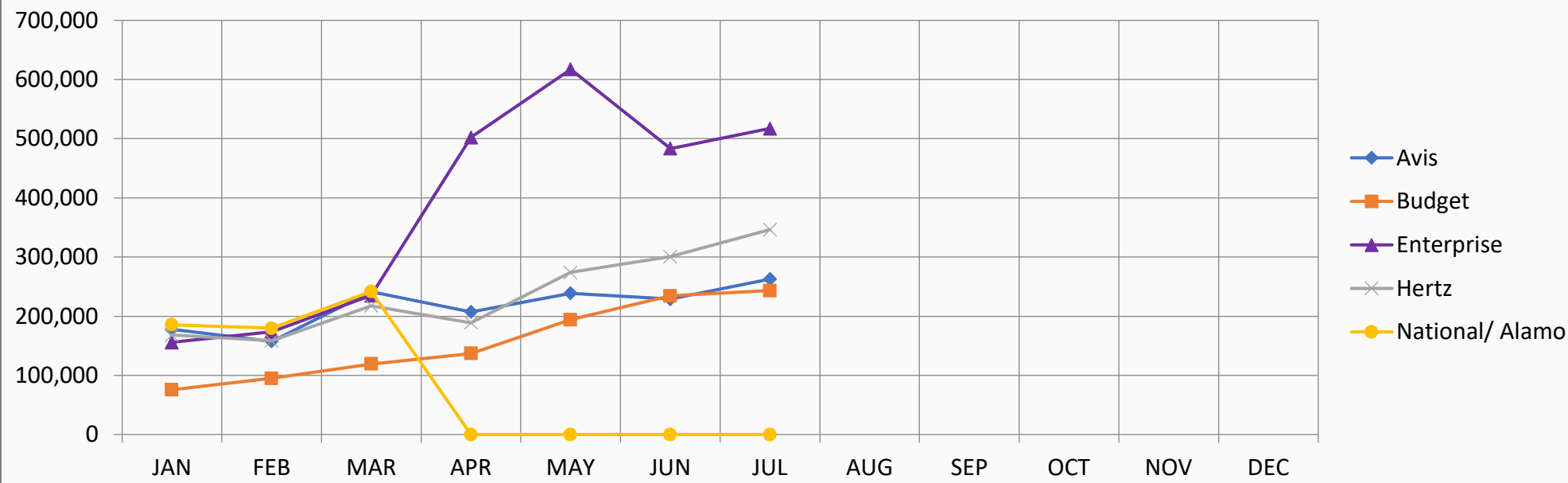
Deplaned	FedEx	Key Lime	American	Breeze	United	Total	YTD Total	Month over Month
JAN	374,288	62,936	325		2,563	440,112	440,112	↓ -1.8%
FEB	359,263	61,103	687		143	421,196	861,308	↓ -2.1%
MAR	371,029	59,800	2,879		334	434,042	1,295,350	↓ -16.2%
APR	362,879	65,298	372		419	428,968	1,724,318	↑ 3.5%
MAY	416,102	65,330	610		343	482,385	2,206,703	↑ 9.3%
JUN	442,278	67,458	3,165		80	512,981	2,719,684	↓ -3.7%
JUL	498,096	70,939	2,519		502	572,056	3,291,740	↑ 11.5%
AUG						-		
SEP						-		
OCT						-		
NOV						-		
DEC						-		
TOTAL	2,823,935	452,864	10,557	-	4,384	3,291,740	3,291,740	
Market Share	85.79%	13.76%	0.32%	0.00%	0.13%	100.00%		



# 2025 Aircraft Operations

Itinerant						Local			
2025	Air Carrier	Air Taxi	General Aviation	Military	TOTAL ITINERANT	Local Civilian	Local Military	TOTAL LOCAL	TOTAL
JAN	569	538	2,032	89	3,228	2,450	34	2,484	5,712
FEB	499	525	2,019	58	3,101	2,190	36	2,226	5,327
MAR	562	511	2,072	109	3,254	2,076	18	2,094	5,348
APR	584	487	2,228	70	3,369	2,007	46	2,053	5,422
MAY	700	467	2,336	76	3,579	2,190	18	2,208	5,787
JUN	698	487	2,139	136	3,460	1,620	122	1,742	5,202
JUL	776	508	3,407	111	4,802	1,456	44	1,500	6,302
AUG					0			0	0
SEP					0			0	0
OCT					0			0	0
NOV					0			0	0
DEC					0			0	0
<b>TOTAL</b>	<b>4,388</b>	<b>3,523</b>	<b>16,233</b>	<b>649</b>	<b>24,793</b>	<b>13,989</b>	<b>318</b>	<b>14,307</b>	<b>39,100</b>
Historical Data	2020	2021	2022	2023	2024	2025	2024-2025 Inc/Dec		
JAN	3,713	4,904	4,477	4,054	5,138	5,712	↑	11.17%	
FEB	4,378	4,195	4,672	3,457	5,169	5,327	↑	3.06%	
MAR	3,241	4,710	4,636	4,390	5,135	5,348	↑	4.15%	
APR	2,436	4,238	4,357	4,538	4,999	5,422	↑	8.46%	
MAY	3,826	4,514	5,235	4,440	4,989	5,787	↑	16.00%	
JUN	4,588	5,000	4,785	4,473	4,814	5,202	↑	8.06%	
JUL	4,784	5,014	4,039	5,356	5,703	6,302	↑	10.50%	
AUG	5,436	4,858	4,983	5,250	5,430	-			
SEP	4,777	5,355	4,890	6,450	5,699	-			
OCT	5,216	5,095	5,171	5,690	5,484	-			
NOV	4,612	4,841	3,974	5,078	5,290	-			
DEC	4,532	4,269	3,746	6,135	6,082	-			
<b>TOTAL</b>	<b>51,539</b>	<b>56,993</b>	<b>54,965</b>	<b>59,311</b>	<b>63,932</b>	<b>39,100</b>			

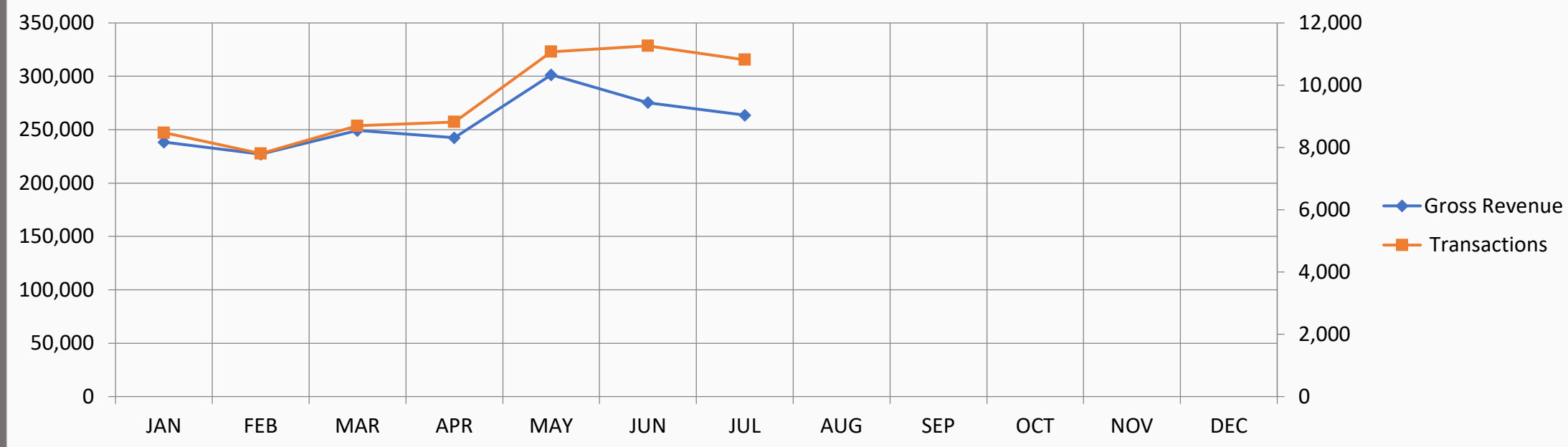
# 2025 Rental Car Revenues



2025	Avis	Budget	Enterprise	Hertz	National/ Alamo	Total	YTD Total	Annual YTD	
JAN	177,649	75,662	155,893	168,007	185,354	762,565	762,565	↑	6.1%
FEB	157,334	95,025	174,007	158,523	179,506	764,395	1,526,960	↑	6.6%
MAR	241,126	119,346	234,939	217,652	241,822	1,054,885	2,581,844	↑	5.6%
APR	207,418	136,870	502,279	188,756	(See Enterprise)	1,035,323	3,617,168	↑	4.2%
MAY	238,913	193,958	617,220	273,829	(See Enterprise)	1,323,921	4,941,089	↑	7.0%
JUN	228,754	234,461	483,526	300,657	(See Enterprise)	1,247,398	6,188,487	↑	4.5%
JUL	262,715	243,337	517,319	346,342	(See Enterprise)	1,369,712	7,558,199	↑	6.7%
AUG						0			
SEP						0			
OCT						0			
NOV						0			
DEC						0			
<b>TOTAL</b>	<b>1,513,909</b>	<b>1,098,659</b>	<b>2,685,184</b>	<b>1,653,765</b>	<b>606,682</b>	<b>7,558,199</b>	<b>7,558,199</b>		
Market Share	20.03%	14.54%	35.53%	21.88%	8.03%	100.00%			

2024	Avis	Budget	Enterprise	Hertz	National/ Alamo	Total	YTD Total
JAN	173,845	75,404	118,776	223,211	127,791	719,026	719,026
FEB	158,922	84,182	111,296	225,026	133,750	713,176	1,432,202
MAR	246,456	128,358	173,034	253,618	210,412	1,011,878	2,444,080
APR	223,351	113,327	200,361	291,896	197,600	1,026,535	3,470,615
MAY	208,090	140,147	246,349	320,048	234,511	1,149,146	4,619,761
JUN	226,669	130,964	335,824	400,989	210,385	1,304,832	5,924,593
JUL	223,250	125,007	221,392	324,028	263,735	1,157,413	7,082,006
AUG	234,414	158,079	213,082	308,297	247,299	1,161,171	8,243,177
SEP	308,538	180,322	256,930	322,555	249,648	1,317,994	9,561,171
OCT	271,999	167,926	282,095	346,142	290,613	1,358,774	10,919,944
NOV	140,987	63,304	186,786	233,311	213,476	837,864	11,757,808
DEC	147,147	64,917	158,881	180,419	163,762	715,125	12,472,933
<b>TOTAL</b>	<b>2,563,667</b>	<b>1,431,938</b>	<b>2,504,806</b>	<b>3,429,541</b>	<b>2,542,982</b>	<b>12,472,933</b>	
Market Share	20.55%	11.48%	20.08%	27.50%	20.39%	100.00%	

## 2025 Parking Revenues

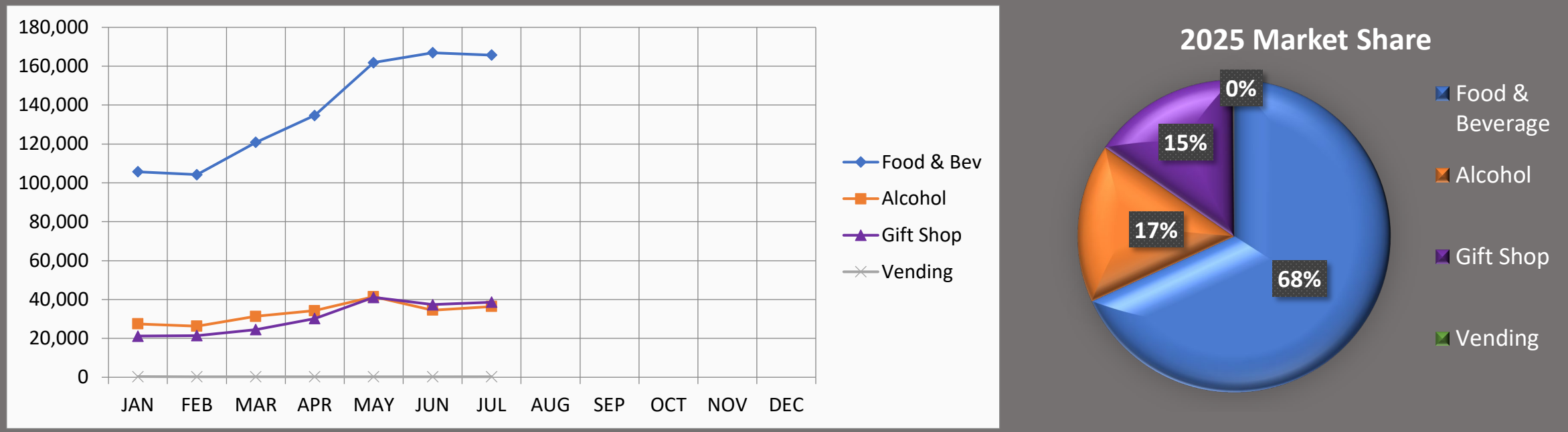


2025	Gross Revenue	Transactions	YTD Gross Revenue	YTD Transactions	Revenue per Transaction	Annual YTD
JAN	238,310	8,474	238,310	8,474	\$ 28.12	↑ 13.5%
FEB	227,102	7,805	465,412	16,279	\$ 29.10	↑ 10.3%
MAR	249,275	8,700	714,687	24,979	\$ 28.65	↑ 10.3%
APR	242,358	8,819	957,045	33,798	\$ 27.48	↑ 8.8%
MAY	301,440	11,076	1,258,485	44,874	\$ 27.22	↑ 10.5%
JUN	275,328	11,264	1,533,813	56,138	\$ 24.44	↑ 14.0%
JUL	263,528	10,819	1,797,341	66,957	\$ 24.36	↑ 15.0%
AUG						
SEP						
OCT						
NOV						
DEC						
<b>TOTAL</b>	<b>1,797,341</b>	<b>66,957</b>	<b>1,797,341</b>	<b>66,957</b>	<b>\$ 26.84</b>	

2024	Gross Revenue	Transactions	YTD Gross Revenue	YTD Transactions	Revenue per Transaction	
JAN	209,954	7,194	209,954	7,194	\$ 29.18	
FEB	211,874	7,431	421,828	14,625	\$ 28.51	
MAR	225,906	8,059	647,734	8,059	\$ 28.03	
APR	231,790	8,054	879,524	16,113	\$ 28.78	
MAY	259,750	9,946	1,139,274	9,946	\$ 26.12	
JUN	206,119	8,831	1,345,393	18,777	\$ 23.34	
JUL	217,102	9,305	1,562,495	9,305	\$ 23.33	
AUG	205,067	8,608	1,767,562	17,913	\$ 23.82	
SEP	216,690	8,703	1,984,252	8,703	\$ 24.90	
OCT	248,135	9,616	2,232,387	18,319	\$ 25.80	
NOV	231,252	8,699	2,463,639	8,699	\$ 26.58	
DEC	258,000	9,753	2,721,639	18,452	\$ 26.45	
<b>TOTAL</b>	<b>2,721,639</b>	<b>104,199</b>	<b>2,721,639</b>	<b>104,199</b>	<b>\$ 26.12</b>	



# 2025 Terminal Concessions Revenues



2025	Food & Beverage	Alcohol	Gift Shop	Vending	Total	Annual
JAN	105,681	27,416	21,205	359	\$ 154,661	↑ 16.1%
FEB	104,248	26,277	21,406	321	\$ 152,251	↑ 6.2%
MAR	120,796	31,321	24,545	308	\$ 176,969	↑ 9.0%
APR	134,680	34,240	30,208	281	\$ 199,409	↑ 25.1%
MAY	161,823	41,443	41,115	279	\$ 244,659	↑ 21.1%
JUN	166,904	34,456	37,315	271	\$ 238,946	↑ 21.0%
JUL	165,767	36,377	38,649	271	\$ 241,062	↑ 23.2%
AUG						
SEP						
OCT						
NOV						
DEC						
TOTAL	959,897	231,529	214,442	2,088	1,407,957	-33%

2024	Food & Beverage	Alcohol	Gift Shop	Vending	Total
JAN	88,158	24,078	20,698	249	\$ 133,183
FEB	94,391	28,025	20,670	252	\$ 143,338
MAR	105,724	30,437	25,985	260	\$ 162,406
APR	103,541	33,106	22,497	260	\$ 159,404
MAY	126,545	41,379	33,897	262	\$ 202,084
JUN	126,205	37,653	33,305	255	\$ 197,418
JUL	123,463	33,517	38,370	255	\$ 195,605
AUG	123,235	34,608	32,184	255	\$ 190,282
SEP	114,433	34,664	36,532	263	\$ 185,892
OCT	123,738	40,016	32,498	280	\$ 196,532
NOV	110,042	35,088	27,079	302	\$ 172,512
DEC	114,087	30,354	27,758	301	\$ 172,499
TOTAL	1,353,563	402,926	351,472	3,193	2,111,154
Market Share	64%	19%	17%	0%	100%

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

07/31/2025

		Month			Budget Variance		Prior Year Variance	
		07/31/2025	07/31/2025	07/31/2024				
		Budget	Actual	PY Actual	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var
<b>Operating revenue</b>								
Aeronautical revenue								
Passenger airline revenue								
1	<b>Passenger airline landing fees</b>	<b>\$ 83,000</b>	<b>\$ 112,378</b>	<b>\$ 76,348</b>	<b>\$ 29,378</b>	<b>35.4%</b>	<b>\$ 36,030</b>	<b>47.2%</b>
2	Terminal rent	139,601	141,070	125,210	1,469	1.1%	15,860	12.7%
3	Other (boarding bridge)	3,766	2,823	3,795	(943)	-25.0%	(972)	-25.6%
	Total Passenger airline revenue	226,367	256,271	205,353	29,904	13.2%	50,918	24.8%
Non-passenger airline revenue								
4	<b>Non-passenger landing fees</b>	<b>26,000</b>	<b>78,513</b>	<b>34,492</b>	<b>52,513</b>	<b>202.0%</b>	<b>44,021</b>	<b>127.6%</b>
5	Cargo and hangar rentals	5,619	5,597	5,455	(22)	-0.4%	142	2.6%
6	Fuel tax	18,695	24,671	23,005	5,976	32.0%	1,666	7.2%
7	<b>Fuel Flowage Fees and Sales</b>	<b>53,459</b>	<b>64,237</b>	<b>52,199</b>	<b>10,778</b>	<b>20.2%</b>	<b>12,038</b>	<b>23.1%</b>
8	Other (ramp parking, rapid refuel)	2,240	1,065	2,377	(1,175)	-52.5%	(1,312)	-55.2%
	Total Non-passenger airline revenue	106,013	174,083	117,528	68,070	64.2%	56,555	48.1%
	Total Aeronautical revenue	332,380	430,354	322,881	97,974	29.5%	107,473	33.3%
Non-aeronautical revenue								
9	Land and building leases	62,274	59,524	59,843	(2,750)	-4.4%	(319)	-0.5%
10	Terminal - restaurant & retail	24,000	24,806	20,206	806	3.4%	4,600	22.8%
11	Terminal - other	15,450	15,500	15,450	50	0.3%	50	0.3%
12	<b>Rental cars</b>	<b>158,779</b>	<b>179,164</b>	<b>146,464</b>	<b>20,385</b>	<b>12.8%</b>	<b>32,700</b>	<b>22.3%</b>
13	Parking	226,839	233,367	192,232	6,528	2.9%	41,135	21.4%
14	Ground Transportation	9,987	10,982	9,770	995	10.0%	1,212	12.4%
15	Other (advertising, security fee, vending, etc)	10,527	10,075	7,964	(452)	-4.3%	2,111	26.5%
	Total Non-aeronautical revenue	507,856	533,418	451,929	25,562	5.0%	81,489	18.0%
	Total Operating revenues	840,236	963,772	774,810	123,536	14.7%	188,962	24.4%

## Variance Explanations - July 2025 Revenue Compared to Budget- Preliminary Financial Statements (Unaudited)

From an activity perspective, the seat capacity came in at budget, however total passenger enplanements exceeded budget by 10% as load factors exceeded budgeted expectations, reaching 90% airport wide. American Airlines had the highest load factor in July at 92%, however, United continues to lead in market share with the most daily flights and total passengers. Breeze service reached the highest load factor since they started at the airport in 2024 at 85% and Delta reached 82%.

Total Passenger airline landed weight exceeded budget by 30% from the record-breaking 110 passenger airline diversions.

	Jul-25	Jul-25	Jul-24	Budget Variance		PY Variance	
	Budget	Actual	Actual				
<b>Seat Capacity</b>	32,643	32,510	31,485	(133)	0%	1,025	3%
<b>Passenger Landed Weight</b>	34,674,300	44,851,475	33,269,122	10,177,175	29%	11,582,353	35%
<b>Enplanements (Excluding Diversions)</b>	26,454	29,150	25,291	2,696	9%	3,859	15%
<b>Load Factor (Excluding Diversion Enpl)</b>	81%	90%	80%		9%		9%

Variance explanations and account explanations have been provided below for revenue accounts that have a budget-to-actual variance of more than 5% and where the revenue account makes up at least 5% of the monthly budgeted operating revenue for July (\$42K), plus any other with impactful variances.

**Operating Revenues:** Total operating revenues exceeded budget by almost 15% in July (\$123,500) and 24% above July 2024 actual revenue. The primary drivers for the variance are the diversion activities which resulted in airline landing fees being \$29k above budget, non-passenger landing fees from fire activities at \$53k above budget, and an additional \$20k in rental car revenue.

- 1 **Passenger airline landing fees** - Passenger landing fees exceeded budget by 35% (\$29K) due to significant diversion activity in July which resulted in total landed weight coming in 29% above budget. July set a new diversion record with 110 diverted flights, topping the previous record set in June 2025 of 92.
- 4 **Non-passenger landing fees** - Non-passenger landing fees exceeded budget by \$53K, driven by the BLM fire activity.
- 7 **Fuel flowage fees and fuel sales** – Fuel flowage fees are collected from non-commercial fueling at the airport and therefore are driven by GA operations, including military refueling and the BLM firefighting activities. Fuel flowage fees and sales were favorable to budget in July by 20% (\$11K) driven by an increase in military activity and the firefighting activities. July 2025 represents the highest amount of fuel flowage for military operations in the past 2 years.
- 12 **Rental Cars** - Rental car revenues exceeded budget by 13% (\$20K) for the month. The rental car revenue was budgeted based on total monthly passenger traffic, however, during the summer months, we tend to see more visitors than local travelers and see a corresponding increase in rental car revenue compared to an increase in parking.

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

			Year to Date			Budget Variance		Prior Year Variance	
			07/31/2025	07/31/2025	07/31/2024				
			Budget	Actual	PY Actual	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var
<b>Operating revenue</b>									
Aeronautical revenue									
Passenger airline revenue									
1	<b>Passenger airline landing fees</b>		<b>\$ 552,000</b>	<b>\$ 599,823</b>	<b>\$ 523,353</b>	<b>\$ 47,823</b>	<b>8.7%</b>	<b>\$ 76,470</b>	<b>14.6%</b>
2	Terminal rent		977,207	991,487	902,508	14,280	1.5%	88,979	9.9%
3	Other (boarding bridge)		24,511	19,356	24,351	(5,155)	-21.0%	(4,995)	-20.5%
	<i>Total Passenger airline revenue</i>		<i>1,553,718</i>	<i>1,610,666</i>	<i>1,450,212</i>	<i>56,948</i>	<i>3.7%</i>	<i>160,454</i>	<i>11.1%</i>
Non-passenger airline revenue									
4	Non-passenger landing fees		159,100	162,405	132,598	3,305	2.1%	29,807	22.5%
5	Cargo and hangar rentals		38,841	38,753	37,671	(88)	-0.2%	1,082	2.9%
6	Fuel tax		176,279	141,180	170,285	(35,099)	-19.9%	(29,105)	-17.1%
7	<b>Fuel Flowage Fees and Sales</b>		<b>286,874</b>	<b>267,615</b>	<b>288,513</b>	<b>(19,259)</b>	<b>-6.7%</b>	<b>(20,898)</b>	<b>-7.2%</b>
8	Other (ramp parking, rapid refuel)		12,130	9,105	13,455	(3,025)	-24.9%	(4,350)	-32.3%
	<i>Total Non-passenger airline revenue</i>		<i>673,224</i>	<i>619,058</i>	<i>642,522</i>	<i>(54,166)</i>	<i>-8.0%</i>	<i>(23,464)</i>	<i>-3.7%</i>
	<i>Total Aeronautical revenue</i>		<i>2,226,942</i>	<i>2,229,724</i>	<i>2,092,734</i>	<i>2,782</i>	<i>0.1%</i>	<i>136,990</i>	<i>6.5%</i>
Non-aeronautical revenue									
9	Land and building leases		436,158	432,665	421,573	(3,493)	-0.8%	11,092	2.6%
10	Terminal - restaurant & retail		151,000	172,498	147,620	21,498	14.2%	24,878	16.9%
11	Terminal - other		108,150	108,501	108,151	351	0.3%	350	0.3%
12	Rental cars		1,017,156	1,041,387	968,053	24,231	2.4%	73,334	7.6%
13	<b>Parking</b>		<b>1,417,976</b>	<b>1,535,933</b>	<b>1,326,621</b>	<b>117,957</b>	<b>8.3%</b>	<b>209,312</b>	<b>15.8%</b>
14	Ground Transportation		62,429	70,752	55,685	8,323	13.3%	15,067	27.1%
15	Other (advertising, security fee, etc.)		54,458	82,948	44,262	28,490	52.3%	38,686	87.4%
	<i>Total Non-aeronautical revenue</i>		<i>3,247,327</i>	<i>3,444,684</i>	<i>3,071,965</i>	<i>197,357</i>	<i>6.1%</i>	<i>372,719</i>	<i>12.1%</i>
	<b>Total Operating Revenues</b>		<b>\$ 5,474,269</b>	<b>\$ 5,674,408</b>	<b>\$ 5,164,699</b>	<b>\$ 200,139</b>	<b>3.7%</b>	<b>\$ 509,709</b>	<b>9.9%</b>

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

		Year to Date			Budget Variance		Prior Year Variance	
		07/31/2025	07/31/2025	07/31/2024				
		Budget	Actual	PY Actual	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var
<b>Operating expenses</b>								
16	<b>Personnel compensation and benefits</b>	\$ 1,971,451	\$ 1,849,166	\$ 1,632,770	(122,285)	-6.2%	216,396	13.3%
17	Communications and utilities	258,934	233,076	169,427	(25,858)	-10.0%	63,649	37.6%
18	<b>Supplies and materials</b>	<b>427,493</b>	<b>386,715</b>	<b>337,365</b>	<b>(40,778)</b>	<b>-9.5%</b>	<b>49,350</b>	<b>14.6%</b>
19	<b>Contract services</b>	<b>709,326</b>	<b>570,435</b>	<b>499,476</b>	<b>(138,891)</b>	<b>-19.6%</b>	<b>70,959</b>	<b>14.2%</b>
20	<b>Repairs &amp; maintenance</b>	<b>441,804</b>	<b>492,398</b>	<b>337,149</b>	<b>50,594</b>	<b>11.5%</b>	<b>155,249</b>	<b>46.0%</b>
21	Insurance	108,836	104,234	95,638	(4,602)	-4.2%	8,596	9.0%
22	Training, Travel, & Air Service Development	120,162	97,453	86,019	(22,709)	-18.9%	11,434	13.3%
23	Other Expense (marketing, professional dues, etc.)	75,537	45,849	31,552	(29,688)	-39.3%	14,297	45.3%
<i>Total Operating expenses</i>		4,113,543	3,779,326	3,189,396	(334,217)	-8.1%	589,930	18.5%
<b>Excess of Operating revenue over (under) expense</b>		<b>\$ 1,360,726</b>	<b>\$ 1,895,082</b>	<b>\$ 1,975,303</b>	<b>534,356</b>	<b>39.3%</b>	<b>(80,221)</b>	<b>-4.1%</b>
<b>Non-operating revenue (expenses)</b>								
25	<b>Passenger facility charges</b>	<b>621,400</b>	<b>748,076</b>	<b>643,311</b>	<b>126,676</b>	<b>20.4%</b>	<b>104,765</b>	<b>16.3%</b>
26	<b>Interest income</b>	<b>364,000</b>	<b>602,242</b>	<b>769,405</b>	<b>238,242</b>	<b>65.5%</b>	<b>(167,163)</b>	<b>-21.7%</b>
27	Interest expense	(420,877)	(440,674)	(451,872)	(19,797)	-4.7%	11,198	2.5%
28	<b>Customer facility charges</b>	<b>397,896</b>	<b>446,196</b>	<b>397,896</b>	<b>48,300</b>	<b>12.1%</b>	<b>48,300</b>	<b>12.1%</b>
29	<b>Capital contributions</b>	<b>37,360,964</b>	<b>13,045,580</b>	<b>12,333,245</b>	<b>(24,315,384)</b>	<b>-65.1%</b>	<b>712,335</b>	<b>5.8%</b>
29	<b>Capital expenditures</b>	<b>(44,181,610)</b>	<b>(17,374,120)</b>	<b>(17,055,987)</b>	<b>26,807,490</b>	<b>60.7%</b>	<b>(318,133)</b>	<b>-1.9%</b>
30	Non-Capital Contributions	10,920	616,573	25,719	605,653	5546.3%	590,854	2297.3%
31	Debt principal payments	(335,812)	(335,812)	-	-	0.0%	(335,812)	0.0%
<i>Total Non-operating revenue (expenses)</i>		(6,183,119)	(2,691,939)	(3,338,283)	3,491,180	56.5%	646,344	19.4%
<b>Excess of revenue over (under) expense</b>		<b>\$ (4,822,393)</b>	<b>\$ (796,857)</b>	<b>\$ (1,362,980)</b>	<b>4,025,536</b>	<b>83.5%</b>	<b>566,123</b>	<b>-41.5%</b>

## Variance Explanations - YTD July 2025 Preliminary Financial Statements (Unaudited)

Below are variance explanations for revenue and expense accounts with a budget variance of more than 5% and when the revenue or expense category makes up at least 5% of the YTD operating budget (\$274K for revenue and \$275K for all non-capital expenses and non-operating revenues) and other impactful variances.

	YTD July-25 Budget	YTD July -25 Actual	YTD July -24 Actual	Budget Variance		PY Variance	
Seat Capacity	214,393	211,047	204,501	(3,346)	-2%	6,546	3%
Passenger Landed Weight	225,732,100	246,556,403	218,921,149	20,824,303	9%	27,635,254	13%
Enplanements	165,366	177,758	157,765	12,392	7%	19,993	13%
Load Factor (Excl Diversion)	77%	84%	77%	7%		7%	

**YTD Operating Revenues:** Total operating revenues are 3.7% (\$200K) ahead of budgeted revenue YTD through July 2025 with almost all of the positive variance coming from non-aeronautical revenues - restaurant, rental cars, and parking. Parking revenue continues to be the highest performing non-aeronautical revenue compared to budget, driven mostly by the higher than expected number of passengers.

- 1 **Passenger Airline Landing Fees** - Passenger landing fees are 9% (\$48K) ahead of budget from the significant diversion activity in June and July.
- 7 **Fuel flowage fees and fuel sales** – Fuel flowage fees are collected from non-commercial fueling at the airport and therefore are driven by GA and Military operations. The military refueling activity tends to be the most volatile and the Airport has not yet reached the average flowage level from 2024. This reduction is the primary driver for the deficit as sales of JetA and AvGas remain consistent with the prior year. As previously noted, West Star recently received a new 5-year military fueling contract so we expect sales over the year to average out and be more consistent with prior year levels. With the increase in fire-fighting and military fueling activity in July, we have significantly reduced the budget deficit compared to June.
- 13 **Parking** - Parking revenue is 8% (\$118K) above budget YTD through July. The increase is due to more than budgeted enplaned passengers (7%), however, the increase in parking rates effective June 1 are also expected to contribute to the positive variance throughout the remainder of the year.

**Operating Expenses : Operating expenses were 8% (\$334K) below budget through July 2025 primarily from personnel compensation and contract services.**

- 16 **Personnel Compensation & Benefits** – Personnel Compensation & Benefits expenses were 6% (\$122K) below budget YTD driven by position vacancies in the first quarter. The majority of open positions have been filled as of July. While we do expect to come in under-budget in compensation and benefits, the amount of the variance compared to budget will continue to drop.
- 18 **Supplies & Materials** – Supplies and materials were 10% (\$41K) below budget. Actual expenses are incurred on an as-needed basis and spending is trailing under budget in each month through July.
- 19 **Contract Services** – Contract services were 20% (\$139K) below budget. A significant portion of the contract services budget is for Garver's role as our CIP manager which will increase as construction activity and projects continue over the summer we expect this gap to close somewhat. Actual expenses are incurred on an as-needed basis. Additionally, although we budgeted higher contract services, much of the activity of Garver is considered a capital expense tied to parking lot expansion and grant funded construction projects.
- 20 **Repairs & Maintenance** – Repairs and maintenance expenses were 12% (\$56K) over budget YTD due to unscheduled structural repairs to the terminal in July and tower improvements to the HVAC system.

***Non-Operating Revenues and Expenses : Excluding the Capital Project activities, non-operating revenue is \$413K above budget as both passenger facility charges and interest income have significantly exceeded budgeted expectations.***

- 25 **Passenger Facility Charge Revenue** – PFC revenue was 20% (\$127K) above budget through July. This is an indicator that passenger traffic and future bookings remain strong and is consistent with the higher than expected passenger numbers.
- 26 **Interest Income** – Interest income was \$238K above budget due to high balances held in the COLOTRUST investment accounts and higher than expected interest rates.
- 27 **Interest Expense** – Interest expense was 4.7% (\$20K) above budget as we were not anticipating obtaining another SIB loan in 2025.
- 28 **Customer Facility Charge Revenue** – CFC revenues are 12% (\$48K) above budget which mirrors the higher than expected passenger traffic.
- 29 **Capital Contributions & Expenditures** – The Budget amount actually reflects the total annual project budget since the timing of when construction occurs can vary so much. Through July, we have spent about 39% of the total annual budget and we expect the activity to ramp up as new projects and grants have been recently approved.

# **GJRAA - Breakdown of Capital Expenditure Costs Year-to-Date through June 30, 2025**

## **2025 GRANT FUNDED CAPITAL EXPENDITURES INCURRED AND GRANT REVENUE RECOGNIZED**

Grant Number	Project/Grant Description	2025 Project Costs Incurred	Grant Revenue Recognized in	
			2025	2025 GJRAA Local Share
AIP 77	NAVAIDs and Schedule 4a Grading and Drainage	14,270	13,557	714
AIP 78	Temp NAVAID Equipment Construction Pavement Design	24,771	22,294	2,477
AIP 79	RWY 12-30 Sch 5-7 Grading & Drainage	840,236	785,117	55,120
AIP 80	Passenger Loading Bridges	1,718,272	1,632,359	85,914
AIP 81	RWY 12-30 Sch 6 Grading & Drainage	1,257,643	1,179,543	78,100
AIP 82	RWY 12-30 Pavement Subbase	4,831,321	4,348,189	483,132
AIP 83	RWY 12-30 Pavement Subbase	5,625,861	5,063,275	562,586
AIP TBD	RWY 12-30 Pavement Design Remaining	1,269,813	-	1,269,813
CDOT	ARFF Truck Replacement	2,080	1,248	832
<b>Total Grant Projects</b>		<b>\$ 15,584,267</b>	<b>\$ 13,045,580</b>	<b>\$ 2,538,687</b>

## **2025 CAPITAL EXPENDITURES INCURRED FOR PROJECTS WITH NO GRANT FUNDING**

Project Description	2025 Costs Incurred
ATCT Roof and Mechanical Replacement	95,347
Basement Improvements	438,523
Branding and Signage	88,550
Terminal Parking Expansion Design	313,528
Holdroom Furniture Refresh	153,909
Terminal Fire Detection System Upgrade	27,848
Solar Canopy Project	546,224
Other Capital Expenditures	125,925
<b>Total Non-AIP Projects</b>	<b>\$ 1,789,853</b>
<b>Total Capital Expenditures YTD \$ 17,374,120</b>	



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

	Month Ending 07/31/2025	Month Ending 06/30/2025	Variance
<b>Current Assets</b>			
Cash and Cash Equivalents - Unrestricted	\$ 20,782,571	\$ 23,475,838	\$ (2,693,267)
Cash and Cash Equivalents - Restricted	10,629,115	10,582,668	46,447
Operating Accounts Receivable	4,051,687	3,690,552	361,135
Capital Accounts Receivable	8,432,484	9,487,418	(1,054,935)
Prepaid Expenses	604,153	621,433	(17,280)
<b>Total Current Assets</b>	<b>44,500,010</b>	<b>47,857,910</b>	<b>(3,357,900)</b>
<b>Current Liabilities</b>			
Accounts Payable - Ops	594,912	242,904	352,009
Accounts Payable - Capital	6,097,441	9,100,794	(3,003,353)
Accrued Expenses	267,757	246,586	21,171
Lease Deposits	149,648	149,648	-
Deferred Revenue	25,000	25,000	-
Current portion of note and bonds payable	2,056,609	1,977,765	78,844
<b>Total Current Liabilities</b>	<b>9,191,368</b>	<b>11,742,697</b>	<b>(2,551,329)</b>
Current Ratio - Excluding Restricted Cash	3.69	3.17	0.51
Days Unrestricted Cash on Hand	1,049	1,185	(136)

**VARIANCE NOTES:**

Total current assets decreased by \$3.4M from June to July primarily driven by the decrease in cash due to capital project payments processed in July which also decreased the accounts payable balance which accounts for the \$3M decrease in liabilities from June to July.

The current ratio of 3.69 indicates that we have enough cash and current assets to cover current liabilities more than 3 times which is a very strong liquidity position.

The number of "days unrestricted cash on hand" decreased due to the project invoices paid, but still represents enough unrestricted cash to cover about 3-years of operating expenses. A portion of the restricted SIB funds in escrow will be used to cover project costs.

## August individual payments over \$100K

Vendor	Check Amount	Project Notes	FAA Funding	CDOT Funding	GJRAA Funding
FCI Constructors	\$ 1,886,970	AIP 80 Passenger Boarding Bridges, Basement Improvements, Solar Canopy Project	\$ 1,446,066		\$ 440,904
Kelley Trucking	\$ 1,070,761	AIP 82, 83 Pavement Subbase Schedule 1 & 2	\$ 963,685		\$ 107,076
Mead & Hunt	\$ 596,482	AIP 79, 81, Schedule 1-7 Grading and Drainage Construction, AIP 82, 83 Pavement Subbase Schedule 1 & 2, Runway 12-30 Pavement Design, FY 2025 Engineering Services	\$ 536,834		\$ 59,648
<b>Total</b>	<b>\$ 3,554,213</b>		<b>\$ 2,946,585</b>	<b>\$ -</b>	<b>\$ 607,628</b>