



# Board Packet

Regular Board Meeting

*October 16, 2018*



**Grand Junction Regional Airport Authority**



**Date: October 16, 2018**

**Location:**

**COLORADO MESA UNIVERSITY: UNIVERSITY CENTER  
1100 NORTH AVENUE  
GRAND JUNCTION, CO 81501  
UC 235 EAST CORNER MEYER BALLROOM**

**Time: 5:15 PM**

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**REGULAR MEETING AGENDA - REVISED**

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

The Grand Junction Regional Airport Authority welcomes respectful public comments at its meetings. The Citizens Comment section is open to all individuals that would like to comment. If you wish to speak under the Citizens Comment portion of the agenda, please fill out a comment card prior to the meeting. If you have a written statement for the Board, please have 10 copies available and give them to the Executive Director who will distribute them to the Board. The Board Chairman will indicate when you may come forward and comment. Please state your name for the record. Presentations are limited to **three minutes** and yielding time to others is not permitted. Speakers are to address the Chairman, not each other or the audience, and are expected to conduct themselves in an appropriate manner. The use of abusive or profane language shall not be allowed. No debate or argument between speakers and/or members of the audience shall be permitted.

**VI. Consent Agenda**

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

- A. September 4, 2018 Special Meeting Minutes \_\_\_\_\_ 1
- B. September 18, 2018 Meeting Minutes \_\_\_\_\_ 2
- C. Procurement Policy Amendment \_\_\_\_\_ 3
- D. Delegation of Authority for Non-aeronautical Subleases \_\_\_\_\_ 4
- E. Vehicle Purchase \_\_\_\_\_ 5

	F. Award Carpet RFP _____	6
	G. Upgrade Controls for Airside Fuel Site _____	7
	H. P.A. Award _____	8
<b>VII.</b>	<b>Action Items</b>	
	A. Scope of Work - Terminal Projects Construction Administration - Mead & Hunt (Ben Peck) _____	9
	B. Minimum Standards _____	10
<b>VIII.</b>	<b>Discussion Item</b>	
	A. Final Review-2019 Plan and Budget _____	11
<b>IX.</b>	<b>Staff Reports</b>	
	A. Director's report (Angela Padalecki)	
	B. Financial/Activity report (Angela Padalecki) _____	12
	C. Operations report (Mark Papko)	
	D. Facilities report (Ben Peck)	
	E. Project report (Aaron Morrison)	
	F. Contractor report (Colin Bible, Scott Cary, Geoff Mohney, Adam Shuler)	
<b>X.</b>	<b>Any other business which may come before the Board</b>	
<b>XI.</b>	<b>Adjournment</b>	



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**Grand Junction Regional Airport Authority Board**  
**Special Board Meeting**  
Meeting Minutes  
September 4, 2018

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**REGULAR BOARD MEETING**

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**I. Call to Order & Pledge of Allegiance.**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on September 4, 2018 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Tom Benton, <i>Chairman</i> Chuck McDaniel, <i>Vice-Chairman</i> Erling Brabaek Clay Tuflly Thaddeus Shrader, (Call in) Ronald Velarde  <i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Victoria Hightower, <i>Deputy Clerk</i> Eric Trinklein Mark Papko Ben Peck Aaron Morrison Shelagh O’Kane	<i>Other:</i> Adam Shuler, FCI Bob Thompson, CAF Kent Taylor, CAF Gabe Toth, CAF Keith Swinehart, CAF
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**II. Approval of Agenda**

*Commissioner Velarde moved to approve the agenda as presented. Commissioner Tuflly seconded. Voice Vote. All Ayes.*

**III. Commissioner Comments**

None.

**IV. Citizen Comments**

None.

**V. Action Items**

A. Construction and furniture for 3<sup>rd</sup> floor renovations

Ms. Padalecki briefed the board. The design for the third floor office renovation has been completed by FCI. The renovation will give staff seven enclosed offices as well as seven cubicles. The third floor conference room will get an additional 888 square feet and new furniture for more comfortable meetings. Bathrooms are being upgraded to be ADA compliant, and relocation allows for two more cubicles.

\$429,820 – Estimated construction budgeted dollars

\$103,000 – Estimated furniture, fixture, and equipment budgeted dollars

Total \$532,820 – Not to exceed

Staff recommends for the board to approve FCI Constructors to begin construction on the third floor conference room.

*Commissioner Tuflly moved for the Board to approve the construction and furniture purchase for the third floor renovations in the amount, not to exceed, \$532,820.*

*Commissioner Velarde seconded. Voice Vote. All Ayes.*

## **VI. Adjournment**

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Tom Benton, Board Chairman

***ATTEST:***

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Victoria Hightower, Clerk to the Board



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**Grand Junction Regional Airport Authority Board**  
**Special Board Meeting**  
Meeting Minutes  
September 18, 2018

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**REGULAR BOARD MEETING**

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**I. Call to Order & Pledge of Allegiance.**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on September 18, 2018 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Tom Benton, <i>Chairman</i> Chuck McDaniel, <i>Vice-Chairman</i> Erling Brabaek Clay Tufly Thaddeus Shrader, (Call in) Ronald Velarde Rick Taggart  <i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Victoria Hightower, <i>Deputy Clerk</i> Eric Trinklein Mark Papko Ben Peck Aaron Morrison Shelagh O’Kane	<i>Other:</i>
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**II. Approval of Agenda**

*Commissioner Tufly moved to approve the agenda as presented. Commissioner Brabaek seconded. Voice Vote. All Ayes.*

**III. Commissioner Comments**

Commissioner Taggart commented that the City of Grand Junction discussed developing its own health clinic and he asked if other entities, such as the airport, could participate. It is on the agenda for approval at their next meeting.

Chairman Benton said nice job to staff on the ground breaking ceremony for the new runway.

**IV. Citizen Comments**

None.

**V. Consent Agenda**

- A. August 21, 2018 Meeting Minutes
- B. Board Minutes Reporting
- C. Employee Handbook – Intern Designation
- D. Lyft Agreement
- E. Quotation Landside Pavement Fog Seal
- F. Quotation Painting Existing Passenger Loading Bridges
- G. Invoice Gate 1 Passenger Loading Bridge – FCI
- H. Invoice Third Floor Office Remodel Design – FCI
- I. Invoice Replacement Runway 12/30 Project Design – Mead & Hunt
- J. Invoice GJT Runway FY 2018 – Mead & Hunt
- K. Invoice Taxiway Alpha Rehabilitation – Garver
- L. Invoice East Terminal Air Carrier Apron - Garver
- M. Marketing Extension – Lamar

*Commissioner McDaniel moved for the Consent Agenda to be approved.  
Commissioner Taggart seconded. Voice Vote. All Ayes.*

**VII. Action Items**

- A. Recommendation of Award – Terminal Projects General Contractor

Staff presented the item including making a recommendation of award. The Commissioners asked questions and discussed the item.

*Commissioner Taggart motioned for approval of acceptance of the award and issuance of the contract. Commissioner Tufly seconded. Voice Vote. All Ayes.*

**VIII. Discussion Item**

- A. 2019 Budget – Draft

Public Notice of Budget can be viewed at [https://gjairport.com/Board\\_Meetings](https://gjairport.com/Board_Meetings)

**IX. Staff Reports**

- A. Director's report (Angela Padalecki)
- B. Financial/Activity report (Angela Padalecki)
- C. Operations report (Mark Papko)
- D. Facilities report (Ben Peck)
- E. Project report (Eric Trinklein)
- F. Contractor report (Colin Bible, Scott Cary, Geoff Mohnney, Adam Shuler)

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

None.

**XI. Adjournment**

Commissioner Velarde moved for adjournment. Commissioner Tufly seconded. Voice Vote. All Ayes.

The meeting adjourned at 6:55PM.

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

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Tom Benton, Board Chairman

***ATTEST:***

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Victoria Hightower, Clerk to the Board



## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Procurement Policy Amendment		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	The Board adopts the updated purchasing and procurement policy.		
SUMMARY:	Changes to the procurement policy were discussed at the October 2, 2018 Board Workshop. The Executive Director and Legal Counsel have reviewed and recommends that the Board approve the policy.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	N/A		
ATTACHMENTS:	Purchasing and Procurement Policy		
STAFF CONTACT:	Angela Padalecki 970-248-8588 <a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a>		

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY**  
**PURCHASING AND PROCUREMENT POLICY**  
(Revised ~~October 16~~[May 7th](#), 2018)

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**I. Purpose of Policy**

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

**II. Ethic Responsibility**

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

**III. Petty Cash Procedures**

- A. Petty Cash shall be used for small purchases, such as postage and incidental supplies, freight and express, and similar items that cannot be obtained from vendors or suppliers, which the Airport has established an account.
- B. A single transaction shall not exceed \$50.00.
- C. Petty Cash shall not be used for cashing checks, making loans, or for salary advances.
- D. The Finance and Accounting Manager shall establish a Petty Cash Fund in the amount of \$300.00.
- E. The Finance and Accounting Manager shall appoint a custodian of the Petty Cash Fund. The Petty Cash Fund shall be in the sole custody of a single employee and no other official or employee shall have access to the fund except for periodic audits and cash count in the presence of the Custodian.
- F. The Finance and Accounting Manager may act as Custodian in the absence of the appointed Custodian. However, when it is necessary to transfer the custodianship of the Petty Cash Fund, either temporarily or permanently, the Petty Cash Fund shall be audited and reconciled by an employee other than the Custodian and the Petty Cash Fund shall be reimbursed prior to the transfer. The transfer shall be documented by letter from the Finance and Accounting Manager.
- G. The Petty Cash Fund shall be maintained on a current basis and reconciled monthly.
- H. The Custodian must assure that the Petty Cash Fund is secure at all times.
- I. Employees shall secure approval from the Custodian of the Petty Cash Fund prior to committing or making a purchase.
- J. Employees shall not take advanced petty cash from the premises after work hours and, if not used on the day of issue, shall return the funds back to the Custodian of the Petty Cash Fund.
- K. No item will be reimbursed from petty cash beyond 30 days after the date of purchase. All petty cash forms and authorizations must be completed in ink, and only the original receipt will be accepted for proof of purchase.

- L. Upon presentation of an invoice or sales receipt signed by the authorized employee, the Custodian of the Petty Cash Fund shall make reimbursement.
- M. All purchases must have Department Manager approval, and Department Manager's must verify the receipt and use of goods.
- N. The Petty Cash Fund shall be balanced and replenished monthly or more often, if needed, but shall always be done on the last day of the fiscal year.
- O. The Finance and Accounting Manager shall examine the Petty Cash Fund periodically and randomly to avoid abuse and misuse. An audit of the Petty Cash Fund and associated reports shall be performed annually by the Finance and Accounting Manager.

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

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

The following procedures apply to invoice or receipt total:

1. Purchases under \$1,000
  - No written quotes required.
  - No pre-approval of purchase required.
  - Post purchase approval of supervisor is required.
2. Purchases equal to/over \$1,000 and under ~~\$5,02,500~~
  - Pre-approval of purchase is required by Department Manager.
  - No written quotes required, ~~but are encouraged as a best practice.~~
3. Purchases equal to/over ~~\$2,500~~\$5,000 and under \$10,000
  - Written price or rate quotations shall be obtained from an adequate number of qualified sources. It is highly encouraged that three (3) quotes are obtained.
  - Pre-approval of purchase is required by ~~Airport Executive~~  
ManagerDirector.
4. Purchases equal to/over \$10,000 and under \$50,000

- Written price or rate quotations shall be obtained from an adequate number of qualified sources. It is highly encouraged that three (3) quotes are obtained.
  - All purchases must be approved, prior to purchase, by the Board of Commissioners.
5. Purchases equal to or over \$50,000
- All purchases equal to or over \$50,000 must be acquired in accordance with all local, State and Federal law. Refer to Section V, Procurement Procedures for additional information.
6. Bulk Fuel Purchasing
- Employees purchasing fuel shall make their best effort to ensure the Airport is receiving the best possible price for fuel, but shall not be required to obtain three quotes.
  - Board approval shall be required for bulk fuel purchases over \$50,000.
7. Government Purchasing Programs
- The Airport recognizes the potential costs savings from utilizing government purchasing programs and encourages the use of such programs to receive guaranteed pricing.
  - Purchases made through government purchasing programs are exempt from price quotation requirements for purchases under \$10,000.
8. Other Purchases
- Budgeted ~~Recurring~~ recurring purchases/invoices to be exempt requiring board approval shall be utilities, employee benefits (not limited to health insurance), and security guard payments, and progress
  - Progress payments on fixed-price contracts under \$100,000 Board approved contracts and bid awards up to the not to exceed amounts



identified in the contract approval or bid award provided, however, that all payments in excess of \$100,000 shall be reported to the Board at the next regular Board meeting. (Must have available budget/be within budget to complete purchase)

- Legal fees/invoice will be given to the board via email and receive majority approval prior to payment

#### B. Corporate Credit Cards

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

#### C. Retained Professional Services

1. For Retained Professional Services (i.e. Engineering, Planning and Environmental, Information Technology, etc...), with the exception of Legal Services and accounting services, the following procedures apply:
  - Services Under \$10,000
    - Formal Task Order, that includes an approved scope of work and fees.
    - All task orders must be pre-approved by the ~~Airport Manager~~Executive Director.
  - Services Over \$9,999 and Under \$50,000
    - Formal Task Order, that includes an approved scope of work and fees.

- All task orders must be pre-approved by the Board of Commissioners.
- Services equal to or over \$50,000
  - Formal Task Order, that includes an approved scope of work and fees.
  - All task orders must be pre-approved by the Board of Commissioners.
  - When required or requested, an Independent Fee Estimate will be obtained.

#### D. Verification of Receipt of Purchases

1. Department ~~Managers~~ Directors are responsible for the verification of receipt of goods, materials, supplies, and services purchased by personnel in their respective departments.
2. Department ~~Managers~~ Directors must approve and verify receipt of all purchases.

### V. Procurement Procedures

It shall be the policy of the Airport to procure goods and services in a manner that affords vendors a fair and equal opportunity to compete. Solicitations should only be issued when there is a valid procurement need. To this end, the Airport shall:

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

1. Sole Source Procurement
  - This method of procurement is highly discouraged.
  - Justification must be provided in writing. A sole source justification is an explanation and an attestation by the person signing the justification that it has been established that only the chosen item (product, equipment, service), because it has certain specifications that all other items lack, and these specifications are required to meet a stated need. This conclusion must be supported

in the justification with evidence that all other potentially competitive items have been investigated with due diligence; i.e. that the person who has specified the item has thoroughly investigated all the available, comparable items (products, equipment, services) and come to the conclusion, based upon known specifications of all the items investigated, that only the chosen item has the specifications which meet the need.

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

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

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

#### C. Competitive Proposals – RFQ

1. A Request for Qualifications (RFQ) is similar to an RFP but may be used in different circumstances and as required for certain FAA contracts and vendor selection. An RFQ may be used to obtain preliminary information about a market, type of available service or a product when there is not enough information readily available to write an adequate specification or work statement. An RFQ may ask for input to assist the Airport in preparing a specification or work statement for a subsequent solicitation and may ask for pricing information only with the provision that such information would be submitted voluntarily.
2. Typical reasons why an RFQ may be used include:
  - Professional Services, such as Engineering, Planning, Architectural, etc...

## **VI. Contracts**

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

## **~~VIII.~~VII. Use of Airport Revenue**

- A. There are a variety of Airport Revenues, including Passenger Facility Charges, Customer Fee Charges, Federal, State and local grant funding. Each revenue

stream is governed by rules and regulation concerning its use. Refer to the applicable rule or regulation for revenue use. Some of the regulation includes, but is not limited to:

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

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

- A. When an emergency condition prevents the use of a competitive procurement method, the Airport may conduct procurement on an emergency basis. Emergency procurements may be negotiated on a sole source or limited competition basis as dictated by the circumstances surrounding the emergency.
- B. An emergency condition justifies the use of an emergency procurement when that condition threatens one (1) or more of the following:
  1. The functioning of the Airport;
  2. The preservation or protection of property; and/or
  3. The health or safety of any person(s) or animal(s).
- C. Emergency Procurements do not include:
  1. Procurements that need to be rushed because of an avoidable failure to plan ahead;
  2. End of the fiscal year procurements; or
  3. End of a grant/contract procurement.
- D. The Airport may make emergency procurements when an emergency condition arises and the need cannot be met through normal procurement methods, as determined by one of the following designated officials: Board Chairman, Vice



Chairman, Executive Director, Finance ~~Manager~~Director, ~~Project~~  
~~Manager~~Planning and Development Director, Operations ~~Manager~~Director, or  
Facilities ~~Manager~~Director. Any of these officials may declare an emergency,  
provided that, whenever practicable, approval by the Board Chairman or Vice  
Chairman shall be obtained prior to the procurement.

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

**X.IX. Approval of Executive Director reimbursements**

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

# XI-X. Procurement Chart

			Required Approvals				RFP/RF Q Require d
Procurement Threshold	Written Quotes	Pre- Approval Required	Supervis or	Dept. <u>Manager</u> <u>Director</u>	<u>Airport</u> <u>Manager</u> <u>Executive</u> <u>Director</u>	GJRAA Board	
<b>Petty Cash</b>							
\$0 to \$50	No	Yes		X			
<b>Goods, Materials, Supplies and General Services</b>							
\$0 - \$999	None	No	X	X			
\$1,000 - <u>\$5,02,499</u>	None	Yes		X			
<u>\$5,02,500</u> - \$9,999	3	Yes			X		
\$10,000 - \$49,999	3	Yes			X	X	
Over \$50,000	N/A	Yes			X	X	Yes
<b>Retained Professional Services i.e. Engineering, IT, Planning *Legal Services Exempt</b>							
\$0 - \$9,999	1	Yes			X		Task Order
\$10,000 - \$49,999	1	Yes				X	Task Order
Over \$50,000		Yes				X	Task Order

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Delegation of Authority for Nonaeronautical Subleases		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	The Board adopt Resolution 2018-008 delegating authority regarding non-aeronautical sublease renewals to GJRAA Executive Director.		
SUMMARY:	The Grand Junction Regional Airport Authority (GJRAA) leases various properties on the Airport; and some of those leased premises are subleased on an annual basis for non-aeronautical purposes. The Executive Director and Legal Counsel have reviewed and recommend approval of the Resolution.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	N/A		
ATTACHMENTS:	Resolution 2018-008 with attachments.		
STAFF CONTACT:	Angela Padalecki 970-248-8588 apadalecki@gjairport.com		

**RESOLUTION NO. 2018-\_\_\_\_**

**A RESOLUTION OF THE GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS  
(BOARD) DELEGATING AUTHORITY REGARDING NON-  
AERONAUTICAL SUBLEASE RENEWALS.**

**WHEREAS, the Grand Junction Regional Airport Authority (GJRAA) leases various properties on the Airport; and**

**WHEREAS, some of those leased premises are subleased on an annual basis for non-aeronautical purposes; and**

**WHEREAS, the Board desires to delegate the authority to negotiate, approve and execute such non-aeronautical subleases to the GJRAA Executive Director.**

**NOW, THEREFORE, BE IT RESOLVED BY THE GRAND JUNCTION REGIONAL AIRPORT AUTHORITY, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:**

**Section 1.** The recitals hereinabove are hereby adopted as findings and incorporated herein.

**Section 2.** The GJRAA Board hereby delegates the authority to negotiate, approve and execute non-aeronautical subleases to the GJRAA Executive Director.

ADOPTED on this 16<sup>TH</sup> day of October 2018.

GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY

ATTEST:

\_\_\_\_\_  
Tom Benton, Chairman

\_\_\_\_\_  
Victoria Hightower, Clerk

Board Members Voting AYE:

Those Voting NAY:

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## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Airport Fleet Vehicle Purchase		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board authorize the Executive Director to award the described new vehicle fleet purchase to Fuoco Motor Co.		
LAST ACTION:	None		
DISCUSSION:	<p>The airport is in need of an additional vehicle for inter-department use. We currently have multiple departments needing to run errands and for use on airport property, only to find that the current shared administrative vehicle is already in use. Facilities would be the primary department to use this vehicle.</p> <p><b>2019 GMC Canyon 2WD Ext Cab 4-Cyl Pickup – \$22,762.00 (Fuoco Motor Co.)*</b></p> <p>2018 Nissan Frontier 2WD King Cab 4-Cyl Pickup - \$22,853.20 (Red Rock Nissan)*</p> <p>2018 Ram 1500 Tradesman 2WD Reg Cab V6 Pickup - \$22,951.00 (G.J. Chrysler Dodge Jeep Ram)*</p> <p>2018 Toyota Tacoma 2WD Access Cab 4-Cyl Pickup - \$23,500.00 (Western Slope Toyota)* Also note that Western Slope Auto also quoted their smallest Ford 2WD base model at \$28,400.00*</p> <p>2018 Chevrolet Colorado 2WD Ext Cab 4-Cyl Pickup - \$25,874.00 (Ed Bozarth Chevrolet Buick)*</p> <p>*Written documentation of these quotes are available upon request.</p>		
FISCAL IMPACT:	<b>Total \$22,762.00</b>		
REVIEWED BY:	Staff – Mark Papko		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	2019 GMC Canyon Fleet Quotation/Bid from Fuoco Motor Co.		
STAFFCONTACT:	Mark Papko <a href="mailto:mpapko@gjairport.com">mpapko@gjairport.com</a> Office: 970-248-8596		



# *Fuoco Motor Co.*

741 North First • Grand Junction, Colorado • 81501-2235 • Phone: (970) 242-1571

## BID FOR 2019 GMC CANYON 2WD EXT CAB 4-CYLINDER PICKUP WITH SPRAY-IN BEDLINER

Our Bid Price for the 2019 GMC Canyon Extended Cab Pickup with a 2.5L 4-cylinder engine and Spray-In Bedliner will be \$22,762.00. This price includes all Dealer/handling fees, and an after-market Spray-In Bedliner. It does not include any sales taxes. The Bid is based on the included Equipment List.



Colin Fritzler  
Fleet & Commercial Manager  
Jim Fuoco Motor Company  
741 n First St.  
Grand junction, CO 81501  
Ph. (970) 242-1571





# FUOCO MOTOR COMPANY

COLIN FRITZLER | 970-242-1571 | CFRITZLER@FUOCOMOTORS.COM

[Fleet] 2019 GMC Canyon (T2M53) Ext Cab 128.3" (4)

## Window Sticker

### SUMMARY

[Fleet] 2019 GMC Canyon (T2M53) Ext Cab 128.3" (4)

MSRP:\$24,900.00

Interior:Jet Black/Dark Ash, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 2.5L I4, DI, DOHC, VVT

Transmission, 6-speed automatic

### OPTIONS

CODE	MODEL	MSRP
T2M53	[Fleet] 2019 GMC Canyon (T2M53) Ext Cab 128.3" (4)	\$24,900.00
<b>OPTIONS</b>		
2VL	Preferred Equipment Group	\$0.00
AR7	Seats, front bucket	\$0.00
ATZ	Seat delete, rear	(\$240.00)
B38	Floor covering, full-length Black vinyl	\$0.00
CHL	GVWR, 5400 lbs. (2449 kg)	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GT5	Rear axle, 4.10 ratio	\$0.00
H2R	Jet Black/Dark Ash, Cloth seat trim	\$0.00
IOR	Audio system, GMC Infotainment System with 7" diagonal color touch-screen	\$0.00
LCV	Engine, 2.5L I4, DI, DOHC, VVT	\$0.00
MYB	Transmission, 6-speed automatic	\$650.00
QDC	Tire, compact spare T175/80R18, blackwall	\$0.00
ZY1	Solid Paint	\$0.00

<b>SUBTOTAL</b>	<b>\$25,310.00</b>
Adjustments Total	\$0.00
Destination Charge	\$995.00
<b>TOTAL PRICE</b>	<b>\$26,305.00</b>

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 6084. Data Updated: Jul 15, 2018 9:31:00 PM PDT.



## FUOCO MOTOR COMPANY

COLIN FRITZLER | 970-242-1571 | CFRITZLER@FUOCOMOTORS.COM

[Fleet] 2019 GMC Canyon (T2M53) Ext Cab 128.3" (4)

### FUEL ECONOMY

Est City:20 (2018) MPG

Est Highway:26 (2018) MPG

Est Highway Cruising Range:546.00 mi

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Data Version: 6084. Data Updated: Jul 15, 2018 9:31:00 PM PDT.

Jul 15, 2018

Page 4

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	TSA Carpet Replacement		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board approve the award of the TSA Carpet Replacement Project to Office Outfitters, and authorize the Executive Director to sign the quotation. Additionally staff recommends that the Executive Director be authorized to make the down payment as well as payments for work completed by Office Outfitters with a not to exceed price of \$36,562.41.		
SUMMARY:	The replacement of the carpet was written into the TSA's lease dated June 29, 2011. This carpet replacement has been delayed on several occasions due to the uncertainty of when TSA would be releasing space back to the Airport. Staff published a Request For Proposals on September 21, 2018. A total of two proposals were received. After reviewing the submittals it was clear that Office Outfitters was the lowest qualifying bid. The total budgeted amount for this project is \$59,000.00		
REVIEWED BY:	Staff and Executive Director		
FISCAL IMPACT:	Budget: Operating <input checked="" type="checkbox"/> Capital <input type="checkbox"/> <b>Total \$36,562.41.</b> (\$35,497.48 + 3% For Performance Bond \$1,064.93)		
ATTACHMENTS:	Office Outfitters Proposal		
STAFF CONTACT:	Ben Peck Office: 970.248.8589 Email: <a href="mailto:bpeck@gjairport.com">bpeck@gjairport.com</a>		



749 Main Street  
Grand Junction, CO 81501  
(970) 245-6300  
(970) 245-6301 - F  
officeplanners.com

## Quotation

Page 1 / 3

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
12068	10/05/18		GRA045	Duncan Rowley	

### Quote To

Grand Jct Regional Airport  
800 Eagle Drive  
Grand Junction CO 81506-8600

### Ship To

Grand Jct Regional Airport  
800 Eagle Drive  
Grand Junction CO 81506-8600

Terms Due Upon Receipt

### 2018 Office Carpet Project

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	571	TAKE UP OFFICE Remove existing carpet tiles on 2nd and 3rd floor	3.67	2,095.57
2	653	CARPET OPTIONS MOHAWKGRC 653 Sq. Yd carpet tile 3 Options	29.99	19,583.47
3	4	ADHESIVE MOHAWKGRC Enpress modular adhesive 4/ gal bucket	125.71	502.84
4	1,221	COVE BASE GLENDISTRI Cove Base 4"	1.25	1,526.25
5	27	ROPPE RIVER GLENDISTRI 27 lft Transition Strippis Roppe River	12.51	337.77
6	18	PRIE GLENDISTRI Prie Cove base adhesive	5.50	99.00
7	1	LABOR OFFICE Labor: Install 601 Sq. Yd carpet tile on 2nd and 4th floor	2,434.05	2,434.05
8	1	LABOR OFFICE Labor:	1,526.25	1,526.25

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

Page 26



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Grand Junction, CO 81501  
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## Quotation

Page 2 / 3  
(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
12068	10/05/18		GRA045	Duncan Rowley	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
9	1	1,221 l/ft covebase LABOR OFFICE Labor: 27 l/ft Transition	337.77	337.77
10	1	LABOR OFFICE Labor: 571 Sq. Yd Floor Prep	350.00	350.00
11	1	LABOR OFFICE Labor: 571 Sq.ft Lift all existing furniture while removing and installing carpet tiles on 2nd and 3rd floor	5,139.00	5,139.00

### QUOTATION TOTALS

Sub Total	33,931.97
MOHAWKGROU Freight Charge	1,565.51
Grand Total	35,497.48

End of Quotation

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

Page 27



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## Quotation

Page 3 / 3  
(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
12068	10/05/18		GRA045	Duncan Rowley	

### Terms and Conditions

Office Outfitters & Planners, Inc. ("Office Outfitters") will provide goods and services according to the following terms and conditions. By signing this quote your firm agrees to the following:

1. Finish choices, (fabric, laminate etc.), for this order have been confirmed.
2. A 50% deposit is required at the time of order. Customers Own Material (COM) orders require that the fabric be paid for at the time of the deposit.
3. This order cannot be cancelled once it has been placed.
4. The job site must be clean and clear of debris at installation. Subcontractor work in the installation area must be complete. Certificate of Occupancy must be complete. Additional cleaning charges may apply.
5. Office Outfitters will deliver/install the furniture as specified on this quote. Additional furniture and reconfigure work will require an additional charge and signed Change Order.
6. The balance is due on installation. Finance charges of 1½ percent per month will apply on any unpaid balances. All collection costs and attorney fees will be added to the balance due.
7. If the installation is delayed, (construction delays, customer delays, etc.), the product will be invoiced on arrival. 90% of the invoice is due and the remaining 10% due upon completion of the punch list, if any.

Some projects may require a separate **Letter of Agreement** that will be mutually agreed upon by Office Outfitters & Planners, Inc. and the customer. The **Letter of Agreement**, if any, will take precedence over the Terms and Conditions document.

G:\Forms\Terms & Conditions Quote.docx

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

Page 28



## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Airside Fuel System Upgrade		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board approve the award of the airside fuel system upgrade to Eaton Sales and Service, and authorize the Executive Director to sign the quotation.		
SUMMARY:	The airside fuel tank was installed in 2009 and is currently monitored manually. This fuel tank supplies both gasoline and diesel fuel to airside tenants as well as to the Airport Authority. The proposed upgrade to computer monitoring will modernize the fuel site and integrate the rental car fuel site with the airside fuel site. This integrations will be more efficient for reporting, billing, and monitoring fuel leaks.		
REVIEWED BY:	Staff, Executive Director and Legal Counsel		
FISCAL IMPACT:	Budget: Operating <input type="checkbox"/> Capital <input checked="" type="checkbox"/> <b>Total \$16,057.00</b> (\$18,000.00 was budgeted for this project in the 2018 budget.)		
ATTACHMENTS:	Procurement Documentation Proposal		
STAFF CONTACT:	Ben Peck Office: 970.248.8589 Email: <a href="mailto:bpeck@gjairport.com">bpeck@gjairport.com</a>		

**Price Comparison for Purchases of  
Goods, Materials, Supplies & General Services  
\$500 to \$10,000**

*EVERY PURCHASE OVER \$10,000 MUST BE APPROVED BY BOARD OF COMMISSIONERS*

**General**

To comply with the requirements of our Purchasing and Procurement Policy, you must document a basis for vendor selection and proof of reasonable price by performing a price comparison. If there is justification for not performing a price comparison, document the justification!

**Instructions**

1. This document is required to be complete and retained for all purchases of goods, services, supplies, and general services between \$500 and \$10,000.
2. This form should not be used to document a Request for Proposal process.
3. Please submit this completed form, and any other documentation to the appropriate Department Manager, prior to purchase, for pre-approval.

---

**PRICE COMPARISON DOCUMENTATION**

**NAME OF PERSON COMPLETING FORM:** Ben Peck

**DATE:** 10/2/18

Please attempt to obtain three or more competitive price quotes. Vendors may submit phone, fax, or email price quotes. Online quotes are accepted, but you must obtain at least one quotation in another form.

**Items/Services to be purchased:**

Items 1: Upgrade exisiting aicide fuel system to a Veeder Root).

Items 2: \_\_\_\_\_

Items 3: \_\_\_\_\_

### PRICE COMPARISON TABLE

	Vendor Name	Vendor Name	Vendor Name	Vendor Name	Vendor Name
Vendor Contact Name, Phone, and Email	Eaton Sales & Service				
Item 1 – Price Quotation	\$16,075.00				
Item 2 – Price Quotation					
Item 3 – Price Quotation					

**PURCHASE AWARDED TO (VENDOR NAME):** Eaton Sales and Service

If lowest priced vendor DID NOT receive award, please explain: \_\_\_\_\_

**DEPARTMENT MANAGER APPROVAL:** \_\_\_\_\_

**AIRPORT MANAGER APPROVAL (IF REQUIRED):** \_\_\_\_\_

---

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If a price comparison WAS NOT performed, please complete the following:

Check the appropriate box, or fill out the “other section.

Purchase requires brand compatibility with existing equipment and is available only from the manufacturer or sole authorized distributor.	<input checked="" type="checkbox"/>
Purchase requires a match of currently owned product (e.g., furniture).	<input type="checkbox"/>
Product is under warranty and therefore, purchase was made through the manufacturing company, so that the warranty is not jeopardized.	<input type="checkbox"/>
Emergency Purchase (Must comply with the emergency purchase section of the purchasing and procurement policy).	<input type="checkbox"/>



970-245-0144 Fax: 970-245-1143

September 25, 2018

GJ Regional Airport  
800 Eagle Drive  
Grand Junction, CO 81506

Attn: Ben Peck  
RE: Install New Veeder Root TLS-4c  
Quote: 14185DP

Eaton Sales & Service is pleased to submit the following quote for your consideration:

**EQUIPMENT**

- 1 Veeder Root TLS-4c with Printer
- 2 Mag Plus Probes
- 1 Gas Float Kit
- 1 Diesel Float Kit
- 1 Overfill Alarm & Acknowledgement Switch
- 2 6" Emergency Vents
- All Other Necessary Equipment Needed For Project

Total For Above \$10,366.00 Taxes Excluded Freight Included

**LABOR**

- ES&S Labor
- Electrical

Total For Above \$5,709.00

**RECAP**

Equipment	\$10,366.00
Labor	<u>\$5,709.00</u>

Total For Above \$16,075.00

**Note:**

- Any trenching needed for new electrical conduit will be provided by the customer.
- This quote is based on the customer using their existing OPW Phoenix software with 3rd party tank reconciliation for the rental car facility and setting up this site as a 2nd site in the software for the new Veeder Root.

SCOPE OF WORK:

- Eaton's electrician to provide all material and labor as needed for this scope of work.
- Install a Veeder Root TLS-4c console with printer in the cabinet next to the existing fuel tank.
- Install the Veeder Root overfill alarm and acknowledgement switch on the outside on the cabinet for delivery driver access.
- Remove the (2) existing Morrison clock gauges with alarms and install tank probes with the appropriate 2" float kits.
- Remove the existing (2) 6" OPW 202 emergency vents and install (2) new Morrison 6" mushroom emergency vents.
- Leave the existing 6" interstitial emergency vent in place.
- Remove the (2) existing 4" fill nipples, adapters and caps and install (2) new 4" x 2" standard bushings, 2" fill nipples, 2" kamlock adapters and 2" kamlock caps for tight fill requirements.
- Terminate all power and communication as required.
- Program the Veeder Root console.
- Customer to verify that the new Veeder Root console is communicating through their existing OPW Phoenix software.

**Terms & Conditions**

1. **Establishment of Credit.** This Contract shall be subject to Purchaser's establishing credit satisfactory to Seller's credit department showing Purchaser's ability to make payments in accordance with the terms of this Contract.
2. **Entire Agreement.** This Contract contains the entire agreement between Purchaser and Seller and shall be governed by and construed in accordance with the laws of the state of Seller's division designated on the applicable purchase order or this Contract, excluding, however, such state's choice of law rule for purposes of conflict of laws. This Contract may not be modified except with the written consent of Seller's Main Office, and cannot be countermanded by Purchaser. The terms hereof may not in any manner whatsoever be varied by Purchaser's acceptance or purchase order. In the event of any inconsistency between the terms and scope hereof and Purchaser's acceptance or purchase order, the terms and scope hereof shall control, and Purchaser shall be deemed to have assented to the same in full.
3. **Errors.** Stenographic and clerical errors are subject to correction. Claims for shortages, defective goods, errors or allowances must be made within thirty (30) days from the date of invoice.
4. **Delivery; Shipment Terms; Freight Damage Claims.**
  - A. Shipping dates are approximate and are contingent on fire, accidents, strikes, floods, manufacturer production schedules, installation schedules and coordination of trades, transportation delays, or other causes beyond Seller's control. Seller will exert the utmost effort to perform satisfactorily its shipping obligations and meet installation schedules, but shall not be liable for delay for any reason or for damage in transit of any merchandise, equipment or materials furnished or purchased hereunder ("Merchandise"). Seller may make delivery of Merchandise in installments, which will be separately invoiced.
  - B. The shipping terms, including the F.O.B. point (such as "shipper's dock" or a designated destination) must be indicated. The shipping terms should also include whether freight is "collect" or to be "prepaid and add." If these terms are not indicated, they may be chosen by Seller. Whenever Merchandise is delivered to the designated F.O.B. point or a common carrier (by manufacturer or Seller), or is received by Purchaser, whichever is earlier, Seller's responsibility shall cease and title and full risk of loss (including transportation delays and losses), injury or destruction with respect to Merchandise by any cause whatsoever, shall pass to Purchaser and Purchaser shall be liable to Seller for the full price of the Merchandise. Delivery to Seller's plant for purposes of convenience, coordination or price protection shall be considered "delivery" for invoice purposes. When any contract is quoted on a F.O.B. destination basis, such destination or jobsite must be accessible for delivery by truck.
  - C. If any damage is evident upon delivery, Purchaser must make a notation on the freight bill of lading and have the carrier's agent sign upon delivery for claim record. Purchaser must immediately notify Seller and file a claim with the carrier, as Seller assumes no responsibility for goods damaged in shipment. Shortages and hidden damages or defects to goods must be reported to Seller and carrier within thirty (30) days of receipt of shipment. The quoted prices do not include the cost of unloading which shall be Purchaser's responsibility.
5. SELLER MAKES NO WARRANTY, EXPRESS OR IMPLIED, WHETHER OF MERCHANTABILITY, FITNESS FOR PURPOSE, OR OTHERWISE, EXCEPT AS PROVIDED BY ORIGINAL MANUFACTURERS.
6. **Indemnification.**
  - A. Purchaser hereby agrees to reimburse, indemnify, protect, defend and hold harmless Seller, and Seller's officers, directors, agents, servants, employees, attorneys, successors and assigns ("Seller's Representatives") against any and all of Seller's or Purchaser's losses, damages, liabilities, costs and expenses, including attorneys' fees, arising from or related to the shipment, installation, storage or use of Merchandise, including, but not limited to claims for property damage, personal injury or death, or any penalty or fine by a governmental agency for pollution, environmental damage, cleanup, or otherwise, and whether such claim is made by any third party against Seller or Purchaser, except to the extent that said damage, personal injury or death, or penalty or fine is proven to have been caused by Seller's sole negligence.
  - B. Seller shall have NO LIABILITY for any Merchandise malfunctions or other problems resulting, directly or indirectly, from any accident (not caused by Seller), subsequent work on Merchandise by Purchaser or any third party, improper operation of Merchandise, inadequate maintenance and/or failure to properly protect Merchandise from environmental hazards. Seller does not assume any liability and Purchaser agrees to hold Seller harmless

from and defend and indemnify Seller for losses or claims for any tanks that emerge from their set position and/or are lost after installation due to improper ballasting, ground water, high water tables, or hydrostatic pressure, unless proper anchorage is provided for under the terms of this Contract. Purchaser shall at all times provide adequate ballast.

- C. Purchaser agrees to reimburse, indemnify, protect, defend and hold harmless Seller and Seller's Representatives against any and all claims for damages or lost profits arising from infringements of patents, designs, trade secrets, copyrights, trade names, and/or trademarks with respect to Merchandise manufactured either in whole or part to Purchaser's specifications. Seller assumes no liability for sales, engineering or application information extended by its personnel. Purchaser agrees to indemnify and hold harmless Seller and Seller's Representatives from any and all claims, losses, suits, damages, judgments, and costs, whether direct or indirect, arising from or related to sales, engineering or application information provided or representations made by Seller and/or Seller's Representatives.
- D. NO EMPLOYEE OR REPRESENTATIVE OF SELLER IS AUTHORIZED TO CHANGE THE FOREGOING INDEMNIFICATION PROVISIONS IN ANY WAY.

7. **Insurance.** Seller shall maintain adequate workers' compensation insurance covering its own employees. Unless otherwise specified, Purchaser shall maintain general liability, completed operations and builders' all-risks insurance, and shall meet financial responsibility requirements of federal and state storage tank regulations sufficient to protect against claims that may arise. Unless otherwise specified, Seller shall not be required to obtain fidelity or surety bonds, and the cost of any such bond may be added to the price.
8. **No Employment Relationship.** Seller, in furnishing services hereunder, is acting only as an independent contractor. Seller does not undertake by this Contract or otherwise to perform any obligations of Purchaser, whether regulatory or contractual, or to assume any responsibility for Purchaser's business or operations.
9. **Progress Payments.** Seller, in its sole discretion, may require progress payments, covering the materials, labor, and subcontractor charges. In the event such payments are required by Seller, they will be invoiced from time to time, as determined by Seller. Payments will be in accordance with Seller's standard terms, as set forth. In the event Purchaser fails to pay any progress payment when due, Seller may suspend work, terminate the contract, or exercise any other rights it may have without incurring any liability whatsoever to Purchaser.
10. **Title.** Title to and the right to possess Merchandise shall remain vested in Seller until Purchaser pays the entire purchase price. In the event Purchaser does not promptly pay the purchase price according to the terms hereof, or in the event Purchaser's credit or financial responsibility becomes impaired or unsatisfactory, as Seller may determine, or in the event Purchaser fails to perform any condition or obligation, Seller may, at its election, demand immediate payment in cash before making delivery, suspend delivery and terminate this contract, or mature the entire unpaid portion of the purchase price, in each event without notice and without any liability whatsoever to Purchaser. Upon Purchaser's bankruptcy, receivership, or failure to pay any amount when due, Seller may, at its option, declare this Contract terminated, enter the premises, and retake possession of Merchandise, whereupon all payments made by Purchaser will be forfeited as liquidated damages, rents and costs.
11. **Cancellation and Return of Merchandise.** Purchaser may cancel an order only upon advance written approval of Seller and provided Purchaser pays the freight charges and Seller's reasonable cancellation and restocking charges, based in part on manufacturer's charges. No Merchandise is returnable without Seller's advance written consent, with shipping instructions furnished, and no Merchandise will be accepted for credit without Seller's authorization. At the option of Seller, return of Merchandise prior to receiving Seller's approval will result in such Merchandise remaining the property of the Purchaser and it will be stored at Purchaser's risk and expense. If Seller accepts Merchandise in return for credit a handling charge, based in part on acceptance of the Merchandise for return by the manufacturer, will be charged and no credit will be issued to Purchaser until credit from the manufacturer is received.
12. **Costs of Collection.** If suit is brought by Seller for collection of the purchase price due under this Contract, Purchaser agrees to pay all costs of collection, including reasonable attorneys' fees and court costs.
13. **Third-Party Installation; Storage Tanks.** Seller will not be held responsible for property damage or other liability resulting from the installation by any third party of equipment or attendant connections; nor will Seller be held responsible for any damage or loss resulting from the use, under air pressure, of any storage tank.

14. **Prior Testing.** All tanks are thoroughly tested for leaks before shipment, and all pumps are set to correct measurement and sealed. Seller will not be responsible for any claims for loss of gasoline or other liquids, or any other losses whatsoever, by reason of leakage or inaccuracy of measurement.
15. IN NO EVENT SHALL SELLER BE HELD LIABLE TO PURCHASER OR ANY OTHER PERSON FOR ANY DAMAGES (INCIDENTAL, CONSEQUENTIAL, OR OTHERWISE) FOR BREACH OF WARRANTY, FAILURE OR DELAY IN MAKING DELIVERY, OR FOR ANY OTHER CAUSE EXCEPT AS SPECIFICALLY SET FORTH HEREIN.
16. **Severability.** The provisions of this Contract will be deemed severable, and if any provision of this Contract is held illegal, void or invalid under applicable law, such provision may be changed to the extent reasonably necessary to make the provision legal, valid and binding. If any provision of this Contract is held illegal, void or invalid in its entirety, the remaining provisions of this Contract will not be voided but will remain binding in accordance with their terms.
17. **Prices; Terms of Sale; Credit.**
  - A. All prices are quoted in good faith, however, from time to time, applicable taxes may increase or manufacturers may change prices without notice prior to shipment. As a result, Seller may quote an incorrect price, in which case Seller may, at its discretion, add such price or tax increase to Purchaser's price.
  - B. All payments are to be made to Seller at its address and pursuant to the terms of this Contract and the applicable purchase order. All credits and terms of sale must be approved by Seller's Main Office at the time of the order and are subject to review and approval during the life of any contract. A finance charge of two percent (2%) per month (24% per year) may be charged on any unpaid balance remaining at the end of every thirty (30) day period. If payment is not made promptly when due, Purchaser must pay all costs and expenses of collection, including reasonable attorneys' fees. A time payment plan can be arranged only with advance approval by Seller's Main Office. Seller may revoke any credit extended to Purchaser because of its failure to pay when due or for any other reason.
  - C. Purchaser shall be responsible for and shall pay all sales, use, excise, governmental surcharge, and other taxes (including penalties and interest) levied in connection with a sale. The stated prices do not include applicable taxes unless specified and Seller may charge for the same by a subsequent or supplemental invoice.
  - D. Purchaser hereby grants, and Seller hereby retains, a purchase-money security interest in all Merchandise, including the proceeds therefrom, for the purpose of securing Purchaser's obligation to make payment in full, until payment is received in full in cash or collected funds, at which time the security interest shall cease. Seller may, at its option, repossess Merchandise upon Purchaser's default in payment and charge Purchaser with any deficiency. Purchaser agrees to execute upon demand appropriate financing statements for perfecting this security interest. If any work is to be performed on property not owned by Purchaser, upon Seller's request, Purchaser shall provide a Landlord's Waiver in a form acceptable to Seller.
18. **Governmental Compliance.** Environmental compliance shall be Purchaser's responsibility and Purchaser's failure to comply strictly with applicable federal, state or local requirements, rules and/or regulations (including but not limited to those applicable to notice) shall completely void all express or implied warranties of Seller. It shall be Purchaser's responsibility to report any inventory shortage or suspected releases within 24 hours of such occurrence to federal, state and all other regulatory authorities having jurisdiction, in addition to Seller and a certified tank handler. Purchaser agrees to hold Seller harmless from and indemnify and defend Seller against any claims or liability relating to Purchaser's failure to comply strictly with all federal, state or local environmental requirements, rules and/or regulations, including those applicable to notice. Unless otherwise specified herein, Purchaser or its agent shall furnish a state fire marshal's permit, if required, and all other permits, licenses, inspection fees or approvals, whether required by federal, state or local regulations. Purchaser shall register all new or replacement regulated storage tanks in accordance with applicable state and local regulations. Purchaser represents that no consent, approval or authorization, declaration or filing with any third party or governmental agency is required in connection with the performance of the Purchaser's obligations hereunder or to permit Seller to perform its obligations hereunder, other than those approvals that have been previously obtained by Purchaser.
19. **Hardware/Software Compatibility.** In connection with this Contract, Purchaser and Seller assume that any fueling system hardware and software supplied by Purchaser is inherently compatible and requires only routine start-up and programming. If upon start-up, it is discovered that the hardware and/or software is not compatible or has innate deficiencies that require additional configuration or upgrading, Seller will be held harmless from any resulting delays in completion of the work, and shall be entitled to full payment of the Contract Price notwithstanding.



**20. Administrative Provisions.**

- A. **Changes.** This Contract may be amended at the request of either party from time to time by written Change Order signed by both parties, with such Change Order setting forth the particular changes to be made and the effect of such changes on the price and on the time of completion, subject to Seller's approval. A charge may be made for changes in drawings and/or specifications after Purchaser and Seller have previously agreed upon same. The total charge will include order reprocessing costs and additional material and labor costs. The total charges for these will be agreed to after receipt of written Purchaser authorization or direction for these changes.
- B. **Recordkeeping.** Purchaser is responsible to keep daily accurate inventory records on products stored in tanks, lines, and dispensing equipment. In the event of a shortage within thirty (30) days from date of installation, Purchaser shall immediately notify Seller by telephone, to be followed with written confirmation. In no event shall Seller be responsible for shortages, clean-up or related costs incurred for said shortages prior to notification.
- C. **Contingencies.** Seller will be excused from performance under this Contract and will have no liability for any period it is prevented from performing any of its obligations, in whole or in part, as a result of delays caused by the Purchaser or a third party or by any act of God, war, civil disturbance, fire, floods, frost, manufacturers' production schedules, installation schedules and coordination of trades, delays in transportation, acts of government agencies, accidents, court order, labor disputed third party performance or nonperformance, or other causes beyond Seller's reasonable control, including failures or fluctuations in electrical power, heat, light, or telecommunications, and such nonperformance shall not be a default hereunder, or grounds for termination of this Contract.
- D. **Recordings.** Seller may take photographs and video recording of all aspects of excavation and installation.

21. **Notice of Lien Rights.** To Protect all parties, a mechanical lien will be automatically filed when payment is not received according to the terms of this Contract. Seller hereby notifies Purchaser that persons or companies furnishing labor or materials for the construction on Purchaser's land may have lien rights on said land and buildings if not paid.

**TERMS OF PAYMENT:**

- 1. Net Days
- 2. Down Payment
- 3. Terms are COD unless an account had been setup.
- 4. No retention or liquidated damages are allowed on our price
- 5. Customer agreements and payment terms with third parties are wholly independent of Seller's term and shall not affect the payment and terms of this Contract.
- 6. If applicable, Seller takes exception to any third-party licensed surety bonding requirements. Seller may, however, offer alternatives to satisfy Purchaser's bonding requirements

**COMMENTS:**

- 1) The prices on quotes are firm through delivery, based on receipt of an order and authorization to proceed within thirty (30) days from the date of this proposal.
- 2) F.O.B.

**CONSTRUCTION COMMENTS:**

All underground installations are subject to additional charges for rock, shale, frozen earth, water, cave-in, damaged utility lines, excessive concrete thickness, similar non-visible obstructions, and/or contamination.

- 1. Subject to Terms and Conditions pages 1-4.
- 2. All terms are subject to change based on payment history.
- 3. Seller reserves the right to select binding arbitration/venue in case of dispute.

Sincerely,

\_\_\_\_\_  
Eaton Sales & Service LLC *Deborah Phillips/Sales*

\_\_\_\_\_  
ACCEPTED

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Terminal Building Public Address System Replacement																																		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>																																
RECOMMENDATION:	Staff recommends that the Board approve the award of the Scope of Work for the Public Address System Replacement Project to Sequent Information Systems and authorize the Executive Director to sign the Scope of Work. Additionally, staff recommends that the Executive Director be authorized to make payments for work completed with a not to exceed price of \$50,000.00.																																		
SUMMARY:	<p>The current public address system has had minimal upgrades since installation in 1982. The system components are no longer supported.</p> <p>The replacement of the system will be by Sequent Information Systems since they are under contract to provide these services. A very similar system was installed several years ago to replace the crash alarm notification system in the terminal. Both the crash alarm and the proposed IP based public address system can be integrated into one system.</p> <table><tr><th></th><th></th><th>Budget</th><th>Board Approval</th></tr><tr><td>Mead and Hunt</td><td>Project Design/Procurement</td><td>\$522,142</td><td>August 2017 July 2018</td></tr><tr><td>FCI</td><td>GMP</td><td>\$4,400,095</td><td>September 2018</td></tr><tr><td>Mead and Hunt</td><td>Construction Services</td><td>\$141,944</td><td>This meeting</td></tr><tr><td>Xcel</td><td>Gas Line</td><td>\$20,000</td><td>September 2018</td></tr><tr><td>GJT</td><td>Contingency</td><td>\$315,819</td><td>September 2018</td></tr><tr><td>Sequent</td><td>Public Address System</td><td>\$50,000</td><td>This meeting</td></tr><tr><td colspan="2"><b>Total</b></td><td><b>\$5,450,000</b></td><td></td></tr></table> <p>This amount is included in the budgeted \$5,450,000 amount for Terminal Renovations at the September Board Meeting.</p>					Budget	Board Approval	Mead and Hunt	Project Design/Procurement	\$522,142	August 2017 July 2018	FCI	GMP	\$4,400,095	September 2018	Mead and Hunt	Construction Services	\$141,944	This meeting	Xcel	Gas Line	\$20,000	September 2018	GJT	Contingency	\$315,819	September 2018	Sequent	Public Address System	\$50,000	This meeting	<b>Total</b>		<b>\$5,450,000</b>	
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REVIEWED BY:	Staff and Executive Director																																		
FISCAL IMPACT:	Budget: Operating <input type="checkbox"/> Capital <input checked="" type="checkbox"/> <b>Total \$50,000</b>																																		
ATTACHMENTS:	Scope of Work																																		
STAFF CONTACT:	Ben Peck Office: 970.248.8589 Email: <a href="mailto:bpeck@gjairport.com">bpeck@gjairport.com</a>																																		

# **GRAND JUNCTION REGIONAL AIRPORT**

## **Main Terminal Paging Expansion Project**

### **SCOPE OF WORK**

**October 4, 2018**

#### **Overview**

This document has been created by Sequent Information Systems on behalf of Grand Junction Regional Airport to define the scope of work for the expansion and modernization of the paging system in the Main Terminal building.

#### **Objective**

The Grand Junction Regional Airport currently utilizes an analog sound system to distribute music and announcements throughout the building. This system employs a variety of hardware that is not congruent with the established VOIP phone system in place and consists of equipment that is discontinued with limited availability for replacement. Services and materials outlined here are required to modernize and expand the paging system to enable integration into the existing VOIP phone system. Compatibility with existing systems and services is required to interface this new project into the existing infrastructure.

#### **Existing Resources**

The following technology is in place and should be considered for this project:

- 1) An existing Cisco network infrastructure is in place with three data closets that will be used for this expansion. These locations are referenced as (1) ATO1 IT Closet, (2) Boarding Area IT Closet and (3) Third Floor IT Closet. Sufficient network switch ports are available for this expansion except as outlined below.
- 2) An existing Cisco VOIP phone system is in place throughout the facility. Integration with the existing phone system is required. Coordination will need to take place with Sequent Information Systems which is the VOIP provider.
- 3) An existing InformaCast server running version 8.6 is presently operating. This paging expansion should utilize this server for the implementation of all paging.
- 4) An existing Crash Alarm paging system is in place utilizing the existing InformaCast server.

#### **Work Summary**

This expansion will replace all present analog paging equipment with Valcom IP paging devices that will be integrated into the network and positioned throughout the building according to the attached illustrations.

- 1) A total of thirty-four (34) indoor paging speakers will be required: Valcom VIP-120A-IC
- 2) A total of four (4) outdoor paging speakers will be required: Valcom VIP-581A-IC
- 3) An upgrade of the existing InformaCast server will be required from the existing version 8.6. The software for this upgrade is included in the existing maintenance agreement at no cost.
- 4) Additional licenses will be required for the InformaCast server for the thirty-eight (38) devices being added.
- 5) The included diagrams illustrate the positioning for the speakers to be added. The color codes define which IT closet/floor the speakers will be wired to:
  - a. First floor speakers will be connected to the ATO1 IT Closet (indicated in blue).
  - b. Second floor speakers will be split between the Third Floor IT Closet (indicated in red) and the Boarding Area IT Closet (indicated in green).
  - c. Third floor speakers will be connected to the Third Floor IT Closet (indicated in red).

- 6) An additional Cisco network switch will be required to provide additional ports in the ATO1 IT Closet. This switch is required to be Cisco Catalyst Series switch, provide forty-eight (48) 10/100/1000 ports and provide PoE meeting at least IEEE 802.3af standard with SFP capable uplink ports.
- 7) Structured Ethernet cabling will be required to connect each of these speakers back to their respective connection points as illustrated in the diagrams. Cabling should be at least Category 5e for all runs. Outdoor runs should utilize UV resistant jacketing. All cable runs should be terminated into existing or new patch panels at their respective IT closets.
- 8) Evaluation is required for the use and disposition of the existing analog phones and their use in the final implementation. Based upon strategic positioning or work-flow requirements, these analog phones may require replacement or the use of a Cisco Voice Gateway to integrate them into the VOIP network to be used for paging.
- 9) Functionality of the Crash Alarm paging system is to be extended to new paging devices using the InformaCast server.
- 10) Integration of third party music service and hardware is required into the paging system.
- 11) Evaluation is required for the definition of paging zones and configuration of the InformaCast server.
- 12) Sequent will provide general management and oversight services for the completion of this project including securing contractor bidding and procurement.

### Performance Summary

The following performance criteria will be required in conjunction with the work performed.

- 1) All work will be performed in accordance with the security procedures and guidelines of the Grand Junction Regional Airport.
- 2) Any changes to the Cisco phone system must be subcontracted to the current VOIP provider, Sequent Information Systems. Any changes will be required to be submitted at minimum 48 hours in advance of work to be performed.
- 3) Any network or service interruptions required to implement installations or changes will require coordinated maintenance windows approved by Grand Junction Regional Airport with no less than 48 hours prior notice.
- 4) Due to the critical nature of the paging system, interruptions to the existing paging system must be kept to a minimum duration during any maintenance window and must be fully functional after any maintenance or changes.
- 5) Bids and proposals to perform complete this project should be inclusive of all labor, tools and equipment to install and configure to full functionality and satisfaction of Grand Junction Regional Airport.
- 6) Work for this project is to be completed by end of the 2018 calendar year.
- 7) Time and material for all work for this project shall not exceed \$50,000.

  
Ryan Springer  
Sequent Information Systems

\_\_\_\_\_  
Angela Padalecki  
Grand Junction Regional Airport

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Scope of Work - Terminal Projects Construction Administration - Mead & Hunt																																		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>																																
RECOMMENDATION:	Staff recommends that the Board approve the award of the Scope of Services for the Construction Administration Services for the Terminal Renovations to Mead and Hunt Architecture, and authorize the Executive Director to sign the Scope of Work. Additionally staff recommends that the Executive Director be authorized to make payments for work completed with a fixed fee of \$141,944.																																		
SUMMARY:	<p>On May 16, 2017, the Board approved the selection of Mead and Hunt Architects as the Airport's A/E Services Consultant. At the September Board meeting FCI was selected to be the General Contractor for the Terminal Renovation Projects. This scope of services is to provide professional services to support construction of the Terminal Improvements. Professional services include reviews of contract material documentation, project coordination, site visits, and payment applications.</p> <table><tr><td></td><td></td><td>Budget</td><td>Board Approval</td></tr><tr><td>Mead and Hunt</td><td>Project Design/Procurement</td><td>\$522,142</td><td>August 2017 July 2018</td></tr><tr><td>FCI</td><td>GMP</td><td>\$4,400,095</td><td>September 2018</td></tr><tr><td>Mead and Hunt</td><td>Construction Services</td><td>\$141,944</td><td>This meeting</td></tr><tr><td>Xcel</td><td>Gas Line</td><td>\$20,000</td><td>September 2018</td></tr><tr><td>GJT</td><td>Contingency</td><td>\$315,819</td><td>September 2018</td></tr><tr><td>Sequent</td><td>Public Address System</td><td>\$50,000</td><td>This meeting</td></tr><tr><td colspan="2"><b>Total</b></td><td><b>\$5,450,000</b></td><td></td></tr></table> <p>This amount is less than the \$150,000 estimated for these services included in the \$5,450,000 budget for Terminal Renovations at the September Board Meeting.</p>					Budget	Board Approval	Mead and Hunt	Project Design/Procurement	\$522,142	August 2017 July 2018	FCI	GMP	\$4,400,095	September 2018	Mead and Hunt	Construction Services	\$141,944	This meeting	Xcel	Gas Line	\$20,000	September 2018	GJT	Contingency	\$315,819	September 2018	Sequent	Public Address System	\$50,000	This meeting	<b>Total</b>		<b>\$5,450,000</b>	
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REVIEWED BY:	Executive Director and Legal Counsel																																		
FISCAL IMPACT:	Budget: Operating <input type="checkbox"/> Capital <input checked="" type="checkbox"/> <b>Total \$141,944</b>																																		
ATTACHMENTS:	Mead and Hunt Architects TASK ORDER #8 TO PROFESSIONAL SERVICES AGREEMENT																																		
STAFF CONTACT:	Eric Trinklein etrinklein@gjairport.com																																		

**TASK ORDER #8  
TO  
PROFESSIONAL SERVICES AGREEMENT**

**BETWEEN:** Grand Junction Regional Airport Authority (CLIENT)  
Grand Junction, Colorado

**AND:** M & H Architecture, Inc. (CONSULTANT)  
A Wisconsin Corporation

**EFFECTIVE DATE:** October 16, 2018

**RECITALS**

This is the eighth Task Order to the Professional Services Agreement dated effective 5/16/2017, between the Client of Grand Junction Regional Airport Authority and M & H Architecture, Inc. The Professional Services Agreement effective 5/16/2017, is referred to herein as the Contract.

**AGREEMENT**

1. Services to be provided. The Scope of Services is to: provide professional services in support of the construction of the HVAC Replacement/Terminal Improvements. The full Scope of Services is defined in Exhibit A.
2. Schedule. The project shall be performed as outlines in the project schedule article of Exhibit A.
3. Consideration. The services shall be provided on a fixed fee basis not to exceed One Hundred Forty-One Thousand Nine Hundred Forty-Four Dollars (\$141,944.00). Progress payments shall be made in accordance with the Contract.

**APPROVAL AND ACCEPTANCE:** Approval and acceptance of the TASK ORDER including any attachments shall incorporate this document as part of the CONTRACT between the OWNER and the CONSULTANT dated (5/16/2017) All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT between the OWNER and CONSULTANT."

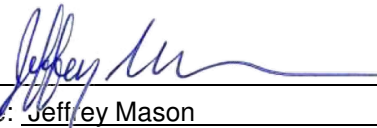
Accepted by: Grand Junction Regional Airport  
Authority

Approved by: M & H Architecture, INC.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

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

By:  \_\_\_\_\_  
Name: Jeffrey Mason  
Title: Vice President

Date: October 9, 2018



Mead & Hunt, Inc.  
M & H Architecture, Inc.  
9600 NE Cascades Parkway, Suite 100  
Portland, Oregon 97220  
503-548-1494  
meadhunt.com

**Exhibit A**  
**Architectural/Engineering Professional Services**  
**Scope of Services**  
**Construction Administration for Terminal Renovations**  
**Grand Junction Regional Airport**  
**Grand Junction, Colorado**

September 21, 2018

This document includes the construction administration scope of services to be completed by M&H Architecture, Inc. (Consultant) for Grand Junction Regional Airport Authority (Client) for the GJT Terminal Renovations, (Project) to be located at the Grand Junction Regional (Airport) in Grand Junction, Colorado.

**Project Understanding**

The Grand Junction Regional Airport will be completing renovations to the Terminal Building. These renovations will include mechanical replacements, electrical upgrades, a new generator, re-roofing and code compliance upgrades.

**Scope of Services**

M & H Architecture, Inc. will provide Construction Administration services associated with the Terminal Renovations. M & H Architecture will provide a qualified construction administrator (likely an architect) to be the primary coordinator and point of contact for the project. He/she will attend the weekly progress via conference call (unless otherwise noted under Periodic Site Visits below), coordinate construction documentation and communication and will perform the design team's administrative tasks.

Award of the construction contract was made to FCI Constructors on September 18, 2018. Substantial completion for all project construction, HVAC replacement, code compliance upgrades, escalator replacement and electrical upgrades, is anticipated to be done as each portion is completed. Final completion is expected to follow in 30 days after substantial completion.

Per the general contractor's proposed schedules, we have based our scope of services upon general construction administration services taking place over estimated construction durations of 269 days with approximately 20 weeks of active construction. A portion of this active construction time will take place in the Fall of 2018 for the re-roofing over the Third Floor Renovations with the remainder being completed from February to July 2019.

The scope includes periodic site visits to observe the work and attend progress meetings as described herein during the primary construction activity.

The Consultant shall advise and consult with the Owner during the Construction Phase Services. The Consultant shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Consultant shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Consultant be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Consultant shall not be responsible for acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

The Owner agrees that the general contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in the Owner's contract with the general contractor.

The following tasks represent the scope of Construction Administration Services based on the three construction projects running concurrently:

***Project Management and Coordination***

- Project file setup and management
- Set up and monitor project accounting and invoicing
- Perform internal correspondence/documentation/coordination
- Perform internal team meeting and coordination
- Coordinate project phase close out
- Coordinate sub-consultants
- Maintain a list of badged personnel related to this specific construction contract

***Pre-construction Work***

- Attend one (1) pre-construction conference at site by Architect or Project Manager, Mechanical Engineer and Electrical Engineer.

***External Coordination***

- Coordination/communication with Owner
- Coordination/ communication with local agencies
- Coordination/communication with Contractor to include interpretation of plans and specifications and review of weekly progress reports

***Contractor Submittal and Shop Drawing Processing***

- Review Contractor's Submittal Schedule. The Consultant's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Consultant's professional judgment to permit adequate review.
- Review submittals, samples and shop drawings required by Contract Documents (CD's) prepared by M & H Architecture, including a second review of 20% of submittals. In accordance with the Consultant-approved submittal schedule, the Consultant shall review the Contractor's submittals such as Construction Schedule, Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Consultant's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by



the Consultant, of any construction means, methods, techniques, sequences or procedures. The Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Consultant shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Consultant. The Consultant shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.
- Review and forward Operating and Maintenance Manuals provided by Contractor
- Distribute and file reviewed submittals per project protocol
- Maintain log of submittals

#### ***Pay Application Review***

- Review and provide comment on contractor submitted Schedule of Values.
- Review partial pay requests with respect to completed construction. The Consultant shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Consultant's certification for payment shall constitute a representation to the Owner, based on the Consultant's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that, to the best of the Consultant's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is generally in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Consultant.
- Forward recommendations to Owner. The issuance of a Certificate for Payment shall not be a representation that the Consultant has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- Maintain log of contract payment status
- Final construction quantities. The task includes office coordination of final construction quantities with the Contractor. The summary will be compared with available funding for the project.

#### ***Coordinate Changes in the Work***

- Respond to Requests for Information (RFI's). The Consultant shall review and respond to requests for information about the Contract Documents. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Consultant's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Consultant shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

- Issue Letters of Instruction (LOI). The Consultant may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time.
- Prepare Change Orders (CO) to incorporate changes to the Contract, if necessary.
- Maintain logs of LOI's and CO's.

#### ***Record Documents***

- Update drawing files to reflect:
  - Addenda
  - Approved changes in the Work
  - Information recorded by Contractor in field and provided to M & H Architecture
- One full size hard copy and CD with digital files in both PDF and AutoCAD format will be provided to the Owner. The hard copy and PDF files to be stamped "As-Built".

#### ***Periodic Site Visits***

- Periodic site trips to observe the work attended by a Construction Administrator. These visits will be performed as a part of the Construction Progress meetings.
- Each visit to the site is to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. On the basis of the site visits, the Consultant shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.
- One (1) Substantial Completion/Punch-list generation site visit – to be performed as each portion of the work (HVAC Replacement, Electrical Upgrades, Re-Roofing, Escalator Replacement and Code Compliance Upgrades) is completed.
  - Attended by:
    - Architect (M&H)
    - Mechanical Engineer (M&H)
    - Electrical Engineer (M&H)
- One (1) Punch-list verification/Final Completion site visit
  - Attended by Architect or Project Manager, Mechanical Engineer and Electrical Engineer.
  - The Consultant shall review the work to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final review indicating the Work complies with the requirements of the Contract Documents.
  - The Consultant's reviews shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to evaluate the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

***Construction Progress Meetings***

- Attend construction progress meetings and perform a construction observation (on site). The fee accounts for a total of 13 site visits. These visits will be done approximately every two (2) weeks during active construction as follows:
  - Project Manager: 5 Site Visits
  - Design Architect: 1 Site Visit
  - Mechanical Engineer: 6 Site Visits
  - Electrical Engineer: 1 Site Visit
- Attend construction progress by Construction Administrator (by phone)

***Special Inspections***

- It is anticipated that Special Inspections will not be needed for this project.

***Expenses included in this proposal***

- Travel and meals for stated trips
- Document reproduction for stated tasks
- Postage for stated tasks

***Construction Administration Work NOT INCLUDED in this scope is:***

- Full-time Resident Engineering
- Coordinate and review contractor's weekly payroll certifications
- Prepare an AIP engineer's final close-out report
- Quality assurance and/or quality control testing or services
- Commissioning services
- Presentations or related material
- Activities or services beyond those enumerated herein

***Responsibilities of Client***

Consultant's Scope of Services and Compensation are based on the Client performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- Issue Construction Contracts
- Coordination with M&H and contractors for deliveries, detailed schedule and operational impacts.

**End of Exhibit A**

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Minimum Standards and General Provisions		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	The Board adopt the new Minimum Standards and General Provisions as presented and amended.		
SUMMARY:	The current Minimum Standards were created in 2000 with the last update taking place in July of 2005. Over the past year and with the help of our consultant, commercial operators, airport tenants, and general public, we have completed multiple iterations of an updated Minimum Standards and General Provisions. It is at the recommendation of staff that the Board approve the new Minimum Standards and General Provisions.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	Budget: Operating <input type="checkbox"/> Capital <input type="checkbox"/> None <input checked="" type="checkbox"/>		
ATTACHMENTS:	Minimum Standards, General Provisions		
STAFF CONTACT:	Mark Papko <a href="mailto:mpapko@gjairport.com">mpapko@gjairport.com</a> (970) 248 - 8596		



2828 Walker Field Drive  
Grand Junction, Colorado 81506  
(970) 244-9100

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# **General Aviation Minimum Standards**

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Grand Junction Regional Airport Authority

*Grand Junction Regional Airport (GJT)*

<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1. Purpose .....	1
1.2. General Provisions .....	1
1.3. Exclusive Rights and Airport Sponsor Assurances.....	1
1.4. Pioneering Period.....	1
1.5. Applicability.....	2
<b>2. GENERAL REQUIREMENTS .....</b>	<b>3</b>
2.1. Introduction.....	3
2.2. Experience/Capability .....	3
2.3. Agreement.....	3
2.4. Payment of Rents, Fees, and Charges .....	3
2.5. Leased Premises .....	3
2.6. Products, Services, and Facilities .....	4
2.7. Licenses, Permits, Certifications, and Ratings.....	5
2.8. Employees .....	5
2.9. Aircraft, Equipment, and Vehicles .....	5
2.10. Hours of Activities .....	6
2.11. Security .....	6
2.12. Insurance .....	6
2.13. Indemnification and Hold Harmless .....	7
2.14. Enforcement .....	8
2.15. Taxes .....	8
2.16. Multiple Activities.....	8
<b>3. FIXED BASE OPERATOR .....</b>	<b>9</b>
3.1. Introduction.....	9
3.2. Scope of Activities.....	9
3.3. Leased Premises .....	11
3.4. Fuel Storage Facility and Deicing.....	12
3.5. Fueling Reports.....	12
3.6. Fueling Equipment.....	13
3.7. Equipment.....	14
3.8. Employees .....	15
3.9. Hours of Activities .....	15
3.10. Standard Operating Procedures.....	15
3.11. Aircraft Removal .....	16
<b>4. AIRCRAFT MAINTENANCE OPERATOR (SASO).....</b>	<b>17</b>
4.1. Introduction.....	17
4.2. Leased Premises .....	17
4.3. Licenses and Certification.....	17
4.4. Employees .....	18
4.5. Equipment.....	18
4.6. Hours of Activities .....	18
4.7. Defueling .....	18
<b>5. AVIONICS/INSTRUMENT MAINTENANCE OPERATOR (SASO) .....</b>	<b>19</b>
5.1. Introduction.....	19
5.2. Leased Premises .....	19
5.3. Licenses and Certifications.....	20
5.4. Employees .....	20

5.5.	<i>Equipment.....</i>	20
5.6.	<i>Hours of Activities.....</i>	20
6.	<b>AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO).....</b>	21
6.1.	<i>Introduction.....</i>	21
6.2.	<i>Leased Premises .....</i>	21
6.3.	<i>Licenses and Certifications.....</i>	21
6.4.	<i>Employees.....</i>	22
6.5.	<i>Equipment.....</i>	22
6.6.	<i>Hours of Activities.....</i>	22
6.7.	<i>Insurance Disclosure Requirement.....</i>	22
7.	<b>AIRCRAFT SALES OPERATOR (SASO) .....</b>	23
7.1.	<i>Introduction.....</i>	23
7.2.	<i>Leased Premises .....</i>	23
7.3.	<i>Dealership.....</i>	23
7.4.	<i>Licenses and Certifications.....</i>	23
7.5.	<i>Employees.....</i>	24
7.6.	<i>Hours of Activities.....</i>	24
7.7.	<i>Sales Guarantee or Warranty .....</i>	24
8.	<b>AIRCRAFT STORAGE OPERATOR (SASO).....</b>	25
8.1.	<i>Introduction.....</i>	25
8.2.	<i>Leased Premises .....</i>	25
8.3.	<i>Hours of Activity.....</i>	25
9.	<b>AIRCRAFT CHARTER OR MANAGEMENT OPERATOR (SASO).....</b>	26
9.1.	<i>Introduction.....</i>	26
9.2.	<i>Leased Premises .....</i>	26
9.3.	<i>Licenses and Certifications.....</i>	26
9.4.	<i>Employees.....</i>	27
9.5.	<i>Equipment.....</i>	27
9.6.	<i>Hours of Activities.....</i>	27
10.	<b>TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO).....</b>	28
10.1.	<i>Introduction.....</i>	28
10.2.	<i>Scope of Activity.....</i>	28
10.3.	<i>Commercial Operator Permit.....</i>	28
11.	<b>OTHER SPECIALIZED AVIATION SERVICE OPERATOR (SASO).....</b>	29
11.1.	<i>Introduction.....</i>	29
11.2.	<i>Leased Premises .....</i>	29
11.3.	<i>Employees.....</i>	29
11.4.	<i>Equipment.....</i>	29
11.5.	<i>Hours of Activity.....</i>	29
12.	<b>COMMERCIAL OPERATOR PERMIT .....</b>	30
12.1.	<i>Application.....</i>	30
12.2.	<i>Approved Permit.....</i>	30
12.3.	<i>Existing Operator with an Existing Agreement .....</i>	30
13.	<b>ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS).....</b>	31

## **1. INTRODUCTION**

### ***1.1. Purpose***

The purpose of these General Aviation Minimum Standards (Minimum Standards) is to encourage and promote: (a) the consistent provision of high quality Commercial General Aviation products, services, and facilities at the Grand Junction Regional Airport (Airport), (b) the orderly development of General Aviation land and high quality General Aviation Improvements at the Airport, (c) safety and security at the Airport, and (d) the economic health of General Aviation Operators at the Airport.

Commercial General Aviation Aeronautical Activities (Activities) may be proposed that do not fall within the categories designated herein. In such a case, appropriate minimum standards shall be established by the Grand Junction Regional Airport Authority (Authority) Board of Commissioners on a case-by-case basis.

All qualified and experienced entities desirous of engaging in Activities at the Airport shall be accorded a reasonable opportunity, without unjust discrimination, to engage in such Activities, subject to complying with these Minimum Standards.

### ***1.2. General Provisions***

These Minimum Standards incorporate, by reference, the Authority's PMCD General Provisions (General Provisions). The terms identified by use of a capital letter in these Minimum Standards are addressed in the General Provisions, Section 2-Appendix.

### ***1.3. Exclusive Rights and Airport Sponsor Assurances***

In accordance with the Airport Sponsor Assurances (Assurances) given to the federal and/or state government by the Authority as a condition to receiving federal and/or state funds, the granting of rights or privileges to engage in Activities shall not be construed in any manner as affording any entity an Exclusive Right, other than the exclusive use of the land and/or Improvements that may be leased to an entity and then only to the extent provided in an Agreement.

The presence of only one Operator engaged in a particular Activity does not, in and of itself, indicate that an Exclusive Right has been granted. It is the policy of the Authority not to enter into or promote an understanding, commitment, or express Agreement to exclude other qualified and experienced entities. Accordingly, those entities who desire to enter into an Agreement with the Authority should neither expect nor request that other entities who also desire to engage in the same or similar Activities be excluded.

The opportunity to engage in Activities shall be made available to those entities complying with the standards and requirements set forth in these Minimum Standards and as suitable land and Improvements may be available at the Airport to support such Activities provided such use is consistent with the current and planned uses of land and Improvements at the Airport and is in the best interests of the Authority and the public, as determined by the Authority in its sole discretion.

### ***1.4. Pioneering Period***

When specific Activities (e.g., product, service, or facility) are not currently being provided at the Airport, the Authority may enter into an Agreement under terms and conditions that may be less than those outlined in the Minimum Standards for a limited period of time (known as the pioneering period).



### **1.5. Applicability**

These Minimum Standards specify the standards and requirements which must be complied with by any entity desiring to engage in Commercial Activities at the Airport. Throughout these Minimum Standards, the words "standards" or "requirements" shall be understood to be modified by the word "minimum" except where explicitly stated otherwise. Any required determinations, interpretations, or judgments regarding what constitutes an acceptable standard or requirement, or regarding compliance with such standard or requirement, shall be made by the Authority.

- All entities may exceed the applicable standards or requirements.
- No entity shall be allowed to engage in Activities at the Airport under conditions that do not comply with these Minimum Standards unless an exemption or variance has been approved by the Authority.

These Minimum Standards shall only apply to Agreements or amendments to existing Agreements entered into after the adoption of these Minimum Standards. A change in an Operator's Activities will require the Operator to comply with these Minimum Standards, unless an exemption or variance has been granted by the Authority.

- These Minimum Standards will apply to any Agreement, that contains language that incorporates Minimum Standards that are adopted after the effective date of such Agreement.
- Adoption of these Minimum Standards does not modify any existing Agreement under which an Operator has agreed to exceed these Minimum Standards.
- The Authority may, from time to time, enter into an Agreement that requires an Operator to exceed these Minimum Standards.

Any entity currently engaging in Activities without an Agreement shall have six months from the date of adoption, to comply with these Minimum Standards.

If these Minimum Standards are amended after an Operator enters into an Agreement with the Authority, entity shall not be required to comply with the amended Minimum Standards, except as provided for in such Agreement, until:

- such time as entity's existing Agreement is amended or renewed,
- the Authority approves an assignment to another entity, or
- entity enters into a new Agreement with the Authority.

## **2. GENERAL REQUIREMENTS**

### **2.1. Introduction**

Operator engaging in Activities at the Airport shall comply with or exceed the standards and requirements of this section as well as the minimum standards applicable to each Activity, as set forth in subsequent sections.

### **2.2. Experience/Capability**

Operator shall, in the judgment of the Authority, demonstrate before and throughout the term of the Agreement, the financial wherewithal and technical capability of paying all rents, fees, or other charges owed the Authority; developing and maintaining the required land and Improvements; procuring and maintaining the required vehicles, Equipment, and/or aircraft; employing required Employees; and engaging in the Activities.

Operator shall, in the judgment of the Authority, demonstrate before and throughout the term of the Agreement, the capability of consistently providing the required Commercial General Aviation products, services, and facilities and engaging in the required Activities in a safe, secure, efficient, courteous, prompt, and professional manner in service to and to the benefit of the public.

### **2.3. Agreement**

Entity shall not engage in Activities at the Airport without an Agreement authorizing such Activities. Agreement shall not reduce or limit Operator's obligations with respect to complying with these Minimum Standards.

### **2.4. Payment of Rents, Fees, and Charges**

Operator shall pay the rents, fees, or other charges on time, as specified by the Authority for engaging in Activities. The Authority may, at its option, enforce the payment of any rent, fee, or other charge due and owing to the Authority by any legal means available to the Authority under any Agreement and as provided by Legal Requirements.

### **2.5. Leased Premises**

Operator shall lease or Sublease Contiguous land and/or lease, Sublease, construct, or have immediate access to Improvements for the Activities as required in these Minimum Standards.

**Approval** – Construction of any Improvements must be approved in advance by the Authority, in accordance with the Authority's Development Standards (GJT-Development and Architectural Covenants).

**Contiguous Land** – All required Improvements including, but not limited to, Ramp, paved Tiedowns, facilities, and vehicle parking (but excluding Fuel Storage Facilities) shall be located on Contiguous land.

Lessees shall have adequate Leased Premises to accommodate all Activities of Lessee and all approved Sublessees, as required in these Minimum Standards.

**Ramp/Paved Tiedowns** – Ramp associated with community and maintenance hangars shall be no less than 125% of the square footage of the largest hangar of the Contiguous development. Ramp associated with hangars designed for the storage of one aircraft (e.g., shade-hangars, t-hangars, executive hangars, etc.) shall be no less than 100% of the square footage of the hangar. Ramp/paved Tiedowns must be:

- able to accommodate the movement of aircraft into and out of the hangar and the staging and parking of aircraft;
- contiguous and separated by no more than a Taxi-lane which allows entity to taxi or tow-aircraft without traversing a Taxiway or public roadway;

- of adequate size and weight bearing capacity to accommodate the movement, staging, and parking of the largest aircraft currently and/or anticipated to utilize the Operator's Leased Premises;
- able to accommodate the Operator's based aircraft fleet (for based aircraft not stored in a hangar); and
- located so as to provide unimpeded movement of aircraft in and out of other facilities and/or operating to and from Taxi-lanes or Taxiways.

If Operator utilizes a hangar for storing Operator's aircraft fleet and Operator does not handle or store customer aircraft, Tiedowns are not required.

**Vehicle Parking** –Paved vehicle parking shall be sufficient to accommodate all vehicles and Equipment currently utilizing the Operator's Leased Premises on a daily basis.

- Leased Premises that require public access shall include parking for employees, patrons and include ADA access.
- Paved vehicle parking shall be located in close proximity to Operator's primary facility and on the Leased Premises.

**Hangars** – Community and maintenance hangars identified throughout these Minimum Standards are encouraged, but not required, to meet the following door height and door width (in feet) recommendations (for the type of aircraft being serviced) to maximize the utility of the hangar, unless otherwise stipulated in these Minimum Standards. The door height and width for new community and maintenance hangars must be approved by the Authority.

	<b>Door Height</b>	<b>Door Width</b>
Single-engine Piston	12	45
Multi-engine Piston	16	60
Turboprop	18	80
Turbojet	28	100

Hangar door heights and widths may be less if the hangar is subdivided and configured to accommodate individual bays for storage of Single-Engine Piston aircraft (e.g., t-hangars), although each hangar bay shall not be less than 1,000 square feet.

## **2.6. Products, Services, and Facilities**

To ensure compliance with the Assurances, Operator shall:

- provide products, services, and facilities on a reasonable, and not unjustly discriminatory, basis to all Airport users and
- charge reasonable, and not unjustly discriminatory, prices for each product, service, or facility.

Operator may provide reasonable discounts, rebates, or other similar types of price reductions based on the type, kind, or class of Airport user or the volume purchased. In the event of a complaint and upon request, Operator shall submit a schedule of product, service, and facility pricing to the Authority within 14 calendar days. In addition to identifying the Operator's product, service, and facility pricing, the schedule shall identify any discounts, rebates, or other similar types of price reductions offered by Operator.

Operator shall engage in its Activities in a safe, secure, efficient, courteous, prompt, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar products, services, and facilities at comparable airports.

**2.7. Licenses, Permits, Certifications, and Ratings**

Operator and Operator's employees shall obtain and comply with, at Operator's or employee's sole cost and expense, all necessary licenses, permits, certifications, and/or ratings required for the provision of Operator's Activities as required by the Authority or any other duly authorized Agency having jurisdiction prior to engaging in Activities at the Airport.

- Operator shall keep in effect and either post in a prominent place and/or keep in a readily accessible location for public review copies of all necessary or required licenses, permits, certifications, or ratings.
- Upon request, Operator shall provide copies of such licenses, permits, certifications, or ratings to the Authority within 14 calendar days.

Operators engaged in Activities at the Airport, whether using or occupying Airport land and/or Improvements, shall adhere to the practices recommended by the FAA and shall comply with all Safety Management Systems (SMS) Legal Requirements and directives issued by the Authority.

**2.8. Employees**

Operator shall employ a qualified, experienced, and professional on-site manager who shall be fully responsible for the day-to-day management of Operator's Activities.

- The person managing Operator's Activities shall have experience managing similar Activities.
- Operator shall give due consideration to notification from the Authority of dissatisfaction with the on-site manager's performance and shall take all reasonable action to eliminate the cause of such dissatisfaction, which may include replacement of the on-site manager.

During Operator's hours of Activities, a qualified, experienced, and professional on-site supervisor shall be Readily Available and authorized to represent and act on behalf of Operator with respect to Operator's Activities. Operator shall have in its employ, on duty, and be immediately available during hours of Activities, properly trained and qualified Employees in such numbers as are required to comply with these Minimum Standards and to meet the reasonable demands of customers for each of the Operator's Activities.

Operator shall control the conduct, demeanor, and appearance of Operator's employees. It shall be the responsibility of Operator to maintain close supervision over Operators employees to ensure high quality products, services, and facilities are consistently provided in a safe, secure, efficient, courteous, prompt, and professional manner.

**2.9. Aircraft, Equipment, and Vehicles**

Aircraft, Equipment, and vehicles required in these Minimum Standards must be fully operational, in compliance with applicable Legal Requirements, and available at all times and capable of providing all required products and services in a manner consistent with the intended use. Aircraft, Equipment, and vehicles may be unavailable, from time to time, on a temporary basis, for a reasonable period of time, due to routine or emergency maintenance as long as:

- appropriate measures are being taken to return the aircraft, Equipment, or vehicle to service as soon as possible and
- fully operational back-up aircraft, Equipment, or vehicle is available within a reasonable period of time to provide the required product or service.

**2.10. Hours of Activities**

Operator's hours of Activities and contact information for after-hours services shall be clearly posted on the Operator's place of business and if able, in public view. Operator must use appropriate and professional signage approved, in advance, by the Authority.

**2.11. Security**

Operator shall designate a responsible person for the coordination of all security procedures and communications and provide point-of-contact information to the Authority including the name of the primary and secondary contacts and a 24-hour telephone number for both individuals.

Operator shall develop and maintain a Security Plan for Operator's Leased Premises and Activities.

- If required by the TSA Security Plan shall be submitted to the Authority for review and approval no later than 30 calendar days before Operator is scheduled to commence Activities and it shall be resubmitted any time changes are made.
- Upon request, Operators that are required to comply with a Transportation Security Administration (TSA) security program must demonstrate written compliance with all relevant and applicable TSA requirements to the Authority within 14 calendar days.

Operator must comply with applicable reporting requirements as established by the Authority, FAA, TSA, and any other Agencies.

**2.12. Insurance**

Operator shall procure, maintain, and pay all premiums throughout the term of Agreement for the applicable insurance coverages and amounts required by Legal Requirements and set forth in Attachment A (Minimum Insurance Requirements) of these Minimum Standards for Operator's Activities. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of Colorado (with a Best rating of A or above) or be approved in writing by the Authority.

- When coverages or amounts set forth in Attachment A (Minimum Insurance Requirements) are not commercially available, appropriate replacement coverages or amounts must be approved in writing at least 60 calendar days in advance by the Authority.
- The Authority reserves the right to require more or different types of insurance coverage based on entity's individual risks or exposures associated with Operator's Activities.

When Operator engages in more than one Activity, the minimum coverages and amounts shall be established by the Authority and may vary depending on the nature of each Activity or combination of Activities but shall not necessarily be cumulative.

- While it may not be necessary for Operator to procure and maintain insurance for the combined total of the minimum requirements of each Activity, Operator shall procure and maintain insurance for all exposures in amounts at least equal to the greatest of the required minimum or as established by the Authority.

All insurance policies, which Operator is required to carry and keep in full force and effect, shall contain, or be endorsed to contain, the following provisions.

- “Grand Junction Regional Airport Authority and/or the Grand Junction Regional Airport, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers are to be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of entity; premises owned, leased, occupied, or used by entity; or vehicles, equipment, or aircraft owned, leased, hired, borrowed, or operated by entity. Such insurance shall provide primary coverage and shall not seek any contribution from any insurance or self-insurance carried by agent or the Grand Junction Regional Airport Authority.”
- “Such insurance, as to the interest of the Grand Junction Regional Airport Authority only, shall not be invalidated by any act or neglect or breach of contract of entity. Any failure to comply with reporting or other provisions of the policies, including any breach of warranty, shall not affect coverage provided to Grand Junction Regional Airport Authority and/or the Grand Junction Regional Airport, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers. Entity’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the aggregate limits of the insurer’s liability.”
- “Coverage shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after 30 calendar days prior written notice, 14 calendar days prior written notice for cancellation for non-payment of premium, by certified mail, return receipt requested, has been given to Grand Junction Regional Airport Authority.”

Companies issuing required insurance policies shall have no recourse against the Authority or Airport for payment of premiums or assessments for any deductibles that are the sole responsibility and risk of the Operator. Certificates of insurance for the insurance coverages required by Legal Requirements and set forth in these Minimum Standards shall be delivered to the Authority upon execution of any Agreement, or when approval is given by the Authority to conduct Activities. Thereafter, Operator shall provide certificates of insurance to the Airport every 12 months. In addition, Operator shall furnish a certificate of insurance if any change (e.g., changing underwriters, coverages, or amounts) occurs.

- The coverages and amounts stipulated herein represent the minimum coverages and amounts that shall be maintained by Operator, at all times, to engage in Activities at the Airport (Attachment A – Minimum Insurance Requirements).

Operator with known environmental contamination exposures shall be required to secure appropriate environmental liability insurance with coverage amounts appropriate for the type and level of environmental contamination exposure risk, as determined by the Authority.

### **2.13. Indemnification and Hold Harmless**

Operator shall defend, indemnify, save, protect, and hold harmless the Authority, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers from and against (and reimburse the Authority for) any and all actual or alleged claims, demands, damages, expenses, costs, fees (including, but not limited to, attorney, accountant, paralegal, expert, and escrow fees), fines, environmental costs, and/or penalties (collectively referred to as costs) which may imposed upon, claimed against or incurred or suffered by the Authority and which, in whole or in part, directly or indirectly, arise from or are in any way connected with any of the following, except to the extent resulting from the Authority’s negligence or willful misconduct: (a) any act, omission, or negligence of Operator or Operator’s



partners, officers, directors, agents, employees, invitees, or contractors, (b) any use or occupation, management or control of the Operator's Leased Premises, whether or not due to Operator or Operator's own act or omission, (c) any condition created in or about the Operator's Leased Premises after the effective date, and (d) any breach, violation, or nonperformance of the Operator or the Operator's obligations under any Agreement.

In the event a party indemnified hereunder is responsible, in part, for the loss, the indemnitor shall not be relieved of the obligation to indemnify; however, in such a case, liability shall be shared in accordance with the State of Colorado's principles of comparative fault.

In the event of an environmental law violation or an environmental contaminating accident or incident caused by Operator or Operator's employees, vendors, suppliers, contractors, or any other entity associated with Operator or in the event any of these entities violates any environmental law, the Operator shall accept total responsibility and defend, indemnify, save, protect, and hold harmless the Authority, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers.

Nothing herein shall constitute a waiver of any protection available to the Authority, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers under the State of Colorado governmental immunity act or similar statutory provision.

#### ***2.14. Enforcement***

In the event an entity fails to comply with these Minimum Standards, the Authority shall send a written statement of violation to such entity at its last known address. The entity shall have 14 calendar days within which to (a) provide a written statement to the Authority explaining why the violation occurred and to advise the Authority that the violation has been corrected or (b) when and how the violation will be corrected. For additional information see General Provisions, Section 1.20, Enforcement.

#### ***2.15. Taxes***

Operator shall, at its sole cost and expense, pay all taxes, fees, and other charges, that may be levied, assessed, or charged by any duly authorized Agency, relating to the Operator's Activities conducted at the Airport.

#### ***2.16. Multiple Activities***

When more than one Activity is conducted by an Operator at the Airport, the minimum requirements shall vary depending upon the nature of each activity and/or combination of activities but shall not necessarily be cumulative.

### 3. FIXED BASE OPERATOR

#### 3.1. Introduction

**Fixed Base Operator (FBO)** – Operator engaged in the sale and delivery of products and services and the Subleasing of facilities including, at a minimum, the following Activities:

Activities	Standard	Notes
Aviation Fuels and lubricants	Yes	May only be provided by an authorized FBO.
Aircraft ground handling services	Yes	May only be provided by an authorized FBO.
Passenger and crew services	Yes	May only be provided by an authorized FBO.
Aircraft storage	Yes	
Aircraft maintenance	Yes	To be provided in compliance with Section 3.2

In addition to the General Requirements set forth in Section 2, FBO shall comply with the following minimum standards set forth in this section.

#### 3.2. Scope of Activities

Unless otherwise stated in these Minimum Standards, all required products and services shall be provided by FBO's Employees using the FBO's aircraft, vehicles, Equipment, and resources.

**Aviation Fuels and Lubricants** – FBO shall sell, deliver, and/or dispense, upon request, the following aviation fuels and lubricants into all General Aviation aircraft. In addition, FBO shall be able to deliver and dispense jet fuel, upon request, into all Air Carrier, government, and military aircraft using the Airport and shall meet the associated minimum requirements herein. If there is more than one FBO at the Airport, by written agreement between the FBOs and approval of the Authority, the delivery and dispensing of jet fuel into all Air Carrier, government, and military aircraft and the associated minimum requirements herein can be met by only one FBO at the Airport.

Aviation Fuels and Lubricants	Standard	Notes
Jet Fuel	Yes	
Avgas	Yes	
Lubricants	Yes	
Response time (minutes)	15	From time of customers' request during required hours of Activities, except in circumstances or situations beyond the control of the FBO

**Aircraft Ground Handling Services** – FBO shall provide, upon request, the following aircraft ground handling services for General Aviation, government, and military aircraft using the Airport:

Aircraft Ground Handling Services	Standard	Notes
Marshalling arriving/departing aircraft	Yes	
Parking and tiedown	Yes	
Towing	Yes	Towing capability for aircraft Design Groups I, II, III
Oxygen	Yes	
Nitrogen	Yes	
Compressed air	Yes	
Lavatory service	Yes	



Aircraft Ground Handling Services	Standard	Notes
Potable water	No	Optional, based on aircraft demand
Ground power (Direct Current or Alternating Current)	Yes	
Cleaning/washing service (largest aircraft)	Yes	General Aviation aircraft up to and including (single-engine, multi-engine, turboprop, and turbojet).
Assistance to disabled aircraft	Yes	To be provided in compliance with Section 3.11

**Passenger and Crew Services** – FBO shall provide, upon request, the following passenger and crew services for General Aviation, government, and military aircraft using the Airport:

Passenger and Crew Services	Standard	Notes
Concierge services	Yes	
Cabin services	Yes	Includes ice, coffee, newspapers, and other cabin supplies
Baggage handling	Yes	
Courtesy transportation	Yes	Utilizing FBO vehicles for passenger, crew, and baggage, as necessary and/or appropriate
Ground transportation arrangements	Yes	Includes Limousine, shuttle, rental car, and/or taxi
Accommodation arrangements	Yes	
Catering arrangements	Yes	

**Aircraft Storage** – FBO shall develop, own, and/or lease facilities for the purpose of Subleasing aircraft storage facilities. Aircraft storage facility requirements are stipulated in Section 3.3. Leased Premises. FBO may sublease aircraft storage facilities from Authority approved third-parties on the Airport to meet the requirements stipulated in Section 3.3. Leased Premises.

**Aircraft Maintenance** – FBO shall provide Aircraft Maintenance in accordance with the following Minimum Standards for General Aviation aircraft:

General Aviation Aircraft	Standard	Notes
Fixed wing: Piston	Yes	
Fixed wing: Turboprop	Yes	
Fixed wing: Turbojet	Line Only	General Aviation aircraft Design Group III not exceeding 100,000 pounds maximum gross takeoff weight, see definition of aircraft Line Maintenance

- FBO shall provide Aircraft Maintenance in accordance with Section 4. Aircraft Maintenance.
- FBO shall be able to provide Aircraft Line Maintenance for all Air Carrier aircraft utilizing the Airport. If more than one FBO at the Airport, then this requirement is optional so long as this service is being provided by at least one FBO at the Airport.
- FBO can meet these requirements by arrangement (and through a written agreement between the FBO and Aircraft Maintenance Operator, a copy of which must be provided to and approved by the Authority) with an authorized Operator who meets the minimum standards for Aircraft Maintenance Operator and operates at the Airport.

### 3.3. *Leased Premises*

FBO shall have adequate land and Improvements to accommodate all Activities of the FBO and all approved Sublessees, but not less than the following:

Contiguous Land and Ramp (square feet)	Standard	Notes
Contiguous Land (owned or leased Ramp)	217,800	

Improvements (square feet)	Standard	Notes
Terminal Building (total)	5,000	
Customer area	2,000	Shall include passenger lounge, conference room, crew lounge, crew sleep/quiet room, flight planning room, kitchen, vending, and restrooms
Line/customer service area	500	Shall include adequate space for line/customer service work areas and storage
Sublease office area	500	Shall be available to accommodate offices, work areas, and storage for Sublessees
Aircraft Maintenance Facility (total)	10,000	
Customer area	250	Customers shall have immediate access to FBO's customer lounge and restrooms. If immediate access is not available, customer area shall be at least the stipulated square feet, to include adequate space for customer lounge and restrooms
Maintenance area	1,000	Shall include adequate space for employee work areas, shop areas, and storage for aircraft parts and equipment
Maintenance Hangar	7,500	Clear span (on a standalone basis or within another structure) and completely enclosed
Maintenance Hangar door height/width	20'/80'	
Aircraft Storage Hangar (total)	30,000	Clear span hangar (on a standalone basis or within another structure) and completely enclosed
Door height/width	20'/80'	
Ramp	130,680	Ramp, which can be owned, leased, or managed by the FBO, shall be associated with and located immediately adjacent to the FBO Terminal Building
Paved Tiedowns (number)	15	Adequate to accommodate the number, type, and size of General Aviation, government, and military aircraft (Based aircraft and Transient aircraft) requiring Tiedown space on the Leased Premises

### 3.4. **Fuel Storage Facility and Deicing**

FBO shall own or lease an above ground fuel storage facility at the Airport in a location approved by the Authority. Fuel storage facility shall have total capacity for three days peak supply (excluding special events) of fuels for aircraft being serviced by FBO. In no event shall the total storage capacity be less than:

<b>General Aviation Fuel Storage Facility Capacity (gallons)</b>	<b>Standard</b>	<b>Notes</b>
Jet Fuel	20,000	Above Ground Storage Tank
Number of tanks	2	FBO shall be capable of expanding fuel storage facility capacity within a reasonable period of time if unable to meet demand
Avgas (minimum total capacity)	12,000	Above Ground Storage Tank
Number of tanks	1	FBO shall be capable of expanding fuel storage facility capacity within a reasonable period of time if unable to meet demand.
Mogas (minimum total storage capacity)	500	For vehicles and Equipment
Number of tanks	1	
Waste Fuel		FBO shall have adequate and proper storage for waste fuel or test samples

<b>Air Carrier, Government, Military Fuel Storage Facility Capacity (gallons)</b>	<b>Standard</b>	<b>Notes</b>
Jet Fuel	40,000	See note in Section 3.2 herein, Above Ground Storage Tank. In addition to General Aviation.
Number of tanks	2	FBO shall be capable of expanding fuel storage facility capacity within a reasonable period of time if unable to meet demand

FBO shall demonstrate that satisfactory arrangements have been made with a reputable fuel supplier for the delivery of fuels in the quantities necessary to meet the requirements set forth herein or the reasonable peak demands of customers. FBO shall provide the Authority with a written Spill Prevention, Control, and Countermeasure (SPCC) Plan that meets Legal Requirements for FBO's fuel storage facilities and Activities. An updated copy of the SPCC Plan shall be filed with the Authority at least 30 calendar days prior to any scheduled changes in operations. Fuel delivered, stored, or dispensed by FBO shall comply with the quality specifications outlined in American Society for Testing and Materials (ASTM) D 1655 (jet fuel) and ASTM D 1910 (Avgas). Ensuring the quality of the fuel is the sole responsibility of FBO.

FBO shall provide de-ice fluid storage tanks (totes) with a minimum total capacity of 1,000 gallons (Type I) and 200 gallons (Type IV). (b) Deicing/anti-icing services shall be provided only in designated areas, using only FAA-approved fluids.

### 3.5. **Fueling Reports**

On or before the 10th calendar day of the subsequent month, FBO shall: (a) provide a summary report to the Authority identifying the number of gallons of aviation fuel by fuel type: (i) purchased by FBO, (ii) delivered to FBO's fuel storage facility, and (iii) dispensed by FBO at the Airport to FBO and customer aircraft and (b) pay the appropriate fees due to the Authority.

Upon request, records and meters shall be made available for review by the Authority or its designated representative. In the case of a discrepancy between the amount of fuel purchased by and/or delivered to FBO and the amount of fuel dispensed by FBO, the greater amount shall prevail and the FBO shall promptly pay all additional fees due and owing the Authority, plus annual interest on the unpaid balance at the maximum rate allowable by law from the date originally due.

### 3.6. *Fueling Equipment*

FBO shall have the following fueling Equipment and associated capacities:

<b>General Aviation Fueling Equipment</b>	<b>Standard</b>	<b>Notes</b>
Jet Fuel		
Refueling Vehicle(s)	2	
Capacity of 1 <sup>st</sup> Refueling Vehicle (gallons)	5,000	
Capacity of 2 <sup>nd</sup> Refueling Vehicle (gallons)	2,000	
Avgas		
Refueling Vehicle(s)	2	
Capacity of Refueling Vehicle (gallons)	750	
Fixed self-serve Fueling system (gallons)	No	

<b>Air Carrier, Government, Military Fueling Equipment</b>	<b>Standard</b>	<b>Notes</b>
Jet Fuel		See note in Section 3.2 herein.
Refueling Vehicle(s)	2	In addition to General Aviation.
Capacity of 1 <sup>st</sup> Refueling Vehicle (gallons)	5,000	
Capacity of 2 <sup>nd</sup> Refueling Vehicle (gallons)	2,000	

A fixed Avgas self-serve fueling system can be substituted for one Avgas Refueling vehicle. The system shall: (a) be constructed or installed in a location specified and approved by the Authority, (b) be available and maintained by FBO for public Commercial use, and (c) have detailed and readily accessible instructions for the proper and safe operation of the system and a fully operational and readily accessible telephone, emergency shut-off, properly rated fire extinguisher, and fuel spill kit.

Refueling vehicles shall be equipped with metering devices that meet applicable Legal Requirements. One Refueling vehicle dispensing jet fuel shall have over-the-wing and single point aircraft servicing capability. All Refueling vehicles shall be bottom loaded.

### 3.7. Equipment

FBO shall have the following aircraft ground handling services Equipment:

Ground Handling Services Equipment	Standard	Notes
Ramp marshalling Vehicle(s)	1	
Marshalling wands	As required	
Equipment for securing aircraft on the Ramp	Yes	Including ropes, chains, and/or other types of aircraft restraining devices and wheel chocks which are required to safely secure aircraft as described in AC 20-35 series
Tug/Towing Vehicle(s)	2	Equipment to be provided by FBO. Tug/Towing capability for aircraft Design Groups I, II, III
Tow bars/heads	Yes	Equipment to be provided by FBO. Tow-bar capability for aircraft Design Groups I, II, III
Oxygen cart(s)	1	To be provided in compliance with Section 3.2 (Aircraft Maintenance)
Nitrogen cart(s)	1	To be provided in compliance with Section 3.2 (Aircraft Maintenance)
Compressed air unit(s)	1	
Lavatory service cart(s)	1	
Potable water unit(s)	1	
Air stair unit(s)	1	Readily available through written agreement with an Operator at the Airport (a copy of which must be provided to the Authority). If FBO is engaged in air carrier fueling, FBO is required to have an air stair unit.
Ground power (Alternating Current)	1	
Ground power (Direct Current)	1	
Preheat units	1	FBO may substitute a heated hangar for a preheat unit.
Deice unit	Yes	Optional, based on demand
Equipment for securing aircraft on the apron	Yes	Based on demand
Spill kits	As required	Includes necessary Equipment and materials to contain and restrict a fuel spill and restrict fuel or other Hazardous Materials from flowing into drains and other areas, in compliance with the FBO's SPCC Plan.
Dry chemical fire extinguisher units	As required	Approved and regularly inspected dry chemical fire extinguisher units shall be maintained within all hangars, on all Ramp areas, at all fuel storage facilities, and on all ground handling and Refueling vehicles and equipment.

FBO shall have the following passenger and crew services Equipment:

Passenger and Crew Services Equipment	Standard	Notes
Ramp transportation Vehicle(s)	1	To be utilized by FBO for transportation of passengers, crew, and baggage to and from destinations on the Ramp to the FBO Terminal Building and/or vehicle parking area(s).
Courtesy Vehicle(s)	1	Must be able to transport 5 passengers
Crew car(s)	1	To be utilized by crew members for transportation of passengers, crew, and baggage to and from destinations on the Airport to local area resorts, hotels, and restaurants.

### 3.8. *Employees*

Employees, while on duty, shall be clean, neat in appearance, and at all times, properly uniformed. Uniforms shall identify the name of the FBO. Management and administrative employees shall not be required to be uniformed but shall possess Authority approved identification at all times.

FBO shall have properly trained and qualified Employees to provide aircraft fueling, aircraft ground handling services, and passenger and crew services, as follows:

FBO Employees	Standard	Notes
Line service technician(s)		FBO shall have at least one supervisory line service technician (FBO Employee) trained in an FAA approved fire safety program (14 CFR Part 139.321).
During Hours of Activities	2	
1 <sup>ST</sup> and 2 <sup>nd</sup> Shift	2	
Customer Service Representative(s)		A line service technician may fulfill the responsibilities of the customer service representative unless the line service technician is performing duties off the Leased Premises
During Hours of Activities	1	

FBO (or authorized Aircraft Maintenance Operator) shall have properly trained and qualified employees to perform Aircraft Maintenance on aircraft normally frequenting the Airport, as follows:

Aircraft Maintenance Employees	Standard	Notes
A & P Mechanics	1	An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises.
Customer Service Representative(s)	1	

### 3.9. *Hours of Activities*

FBO Activities (except for Aircraft Maintenance) shall be continuously offered and available to meet reasonable demands of customers for these Activities, but not less than the following:

Hours of Activities	Standard	Notes
Hours	0500-2200	
Days per week	7	After hours on-call response time = 1-hour
Holidays	Yes	

FBO's Aircraft Maintenance shall be open and services shall be continuously offered and available to meet reasonable demands of the public for this Activity as outlined in Section 2.10.

### 3.10. *Standard Operating Procedures*

FBO shall develop and maintain standard operating procedures (SOP). FBO's SOP shall include, at a minimum, a training plan, fuel quality assurance procedures and associated record keeping, and emergency response procedures to fuel spills and fires, and aircraft ground handling procedures.

FBO's SOP shall also address: (a) regular safety and security inspections, (b) bonding and fire protection, (c) public protection, and (d) marking and labeling of (and controlling access to) Refueling vehicles, fueling Equipment, and fuel storage facilities.

FBO's SOP shall be submitted to the Authority no later than 30 calendar days before the FBO's Activities are scheduled to commence and shall be resubmitted any time changes are made.

Fuel storage facilities and fueling Equipment shall be equipped and maintained to FBO's SOP and shall comply with applicable Legal Requirements and industry best practices including, without limitation, those prescribed by:

- State of Colorado Fire Code and Local Fire District Code;
- National Fire Protection Association (NFPA);
- Colorado Division of Oil and Public Safety;
- 14 CFR Part 139, Airport Certification, Section 139.321 "Handling/Storing of Hazardous Substances and Materials"; and
- applicable Advisory Circulars (ACs) including AC 00-34 series *Aircraft Ground Handling and Servicing*, AC 150/5210 series *Painting, Marking and Lighting of Vehicles Used on an Airport*, and AC 150/5230 series *Aircraft Fuel Storage, Handling, and Dispensing on Airports* as amended.

### **3.11. Aircraft Removal**

Recognizing that aircraft removal is the responsibility of the Aircraft Owner or Aircraft Operator, FBO shall be prepared to lend assistance within 30 minutes from the time a request is made by the Authority or the Aircraft Owner or Aircraft Operator in order to maintain the operational readiness of the Airport. FBO shall prepare an aircraft removal plan and have the necessary Equipment Readily Available to remove the largest aircraft in the following aircraft design groups: I, II, and III. The aircraft removal plan shall account for the removal of air carrier aircraft as agreed to in writing by the Authority. The aircraft removal plan shall include the removal of military aircraft and coordination with the Department of Defense.

The FBO shall have personnel on call and be able to respond to a damaged aircraft within 15 minutes of notification during regular hours of operation (7:00 AM – 9:00 PM) and within 45 minutes after hours (9:00 PM – 7:00 AM)

#### 4. AIRCRAFT MAINTENANCE OPERATOR (SASO)

##### 4.1. Introduction

**Aircraft Maintenance Operator** – Operator engaged in providing Aircraft Maintenance for aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this section.

##### 4.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees, but not less than the following based on the type of aircraft, which are not cumulative.

Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston	Turboprop	Turbojet
Contiguous land (Lessee only)	21,780	21,780	32,670	32,670
Customer, Administrative, and Maintenance area	1,200	1,600	2,000	2,000
Note	Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts, accessories, related components, and Equipment.			
Customer area				
Note	Customer area is a subset of the Customer, Administrative, and Maintenance area and shall include adequate space for customer lounge and restrooms.			
Lessee	500	500	500	500
Sublessee	Immediate access 500	Immediate access 500	Immediate access 500	Immediate access 500
Hangar	3,600	6,400	10,000	10,000
Note	Shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation aircraft being serviced, whichever is greater.			

##### 4.3. Licenses and Certification

Employees shall be properly certificated by the FAA in aircraft maintenance (e.g. A/P mechanic) and hold the appropriate ratings for the work being performed.

If Operator is not certificated as a Repair Station (as defined in 14 CFR Part 145) and is providing annual or phase inspections, one A & P Mechanic shall have Inspection Authorization (IA).

Operators engaged in Turboprop or Turbojet aircraft maintenance shall be properly certificated by the FAA as a Repair Station.



#### **4.4. Employees**

Operator shall, at a minimum, employ the following number of Employees who shall be available during the required hours of activity as follows:

<b>Employees</b>	<b>Standard</b>	<b>Notes</b>
A & P Mechanic(s) with Inspection Authorization (IA)	1	An A & P Mechanic may fulfill the responsibilities of the customer service representative unless the A & P Mechanic is performing duties off the Leased Premises.
Customer Service Representative(s)	1	

#### **4.5. Equipment**

Operator shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications.

#### **4.6. Hours of Activities**

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

<b>Hours of Activities</b>	<b>Standard</b>	<b>Notes</b>
Hours (per day) / Days (per week)	8 / 5	After-hours by prior arrangement
Holidays	no	

#### **4.7. Defueling**

Operator may only defuel aircraft if necessary for Aircraft Maintenance purposes. Employees engaged in defueling and refueling shall be trained in an FAA approved fire safety program per 14 CFR Part 139.321. Additionally, Operator may refuel the defueled aircraft following provision of required Aircraft Maintenance. Defueling and refueling shall not be construed to permit Operator to engage in the sale of fuels as this Activity is specifically reserved for an FBO (see Section 3).

Operator conducting defueling and refueling of aircraft shall have adequate and proper fuel storage, provide the Authority with a SPCC Plan for defueling, refueling, and fuel storage, and conform with Section 3.4., Section 3.5., and Section 3.10.

## 5. AVIONICS/INSTRUMENT MAINTENANCE OPERATOR (SASO)

### 5.1. Introduction

**Avionics or Instrument Maintenance Operator** – Operator engaged in the business of maintenance or alteration of one or more of the items described in 14 CFR Part 43, Appendix A (i.e., aircraft radios, electrical systems, or instruments) for aircraft other than those owned, leased, and/or operated by (under the full and exclusive control of) Operator.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this Section.

### 5.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessees. For Operators performing benchwork services only (i.e., no avionics or instrument removal from or installation into aircraft), the minimum Leased Premises requirements, which are not cumulative, are as follows.

Leased premises (square feet)	Standard	Notes
Contiguous Land (Lessee only)	10,890	
Customer, Administrative, and Maintenance Area	1,000	Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and Equipment.
Customer area		Customer area is a subset of the Customer, Administrative, and Maintenance area
Lessee	500	Shall include adequate space for customer lounge and restrooms
Sublessee	Immediate access	Shall include customer lounge and restrooms

For Operators performing services beyond benchwork (i.e., removal and replacement services are being performed), the minimum facility requirements are as follows.

Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston	Turboprop	Turbojet
Land (Lessee only)	21,780	21,780	21,780	32,670
Customer, Administrative, and Maintenance area	860	1,140	1,250	1,500
Note	Administrative area shall include adequate and dedicated space for employee offices, work areas, and storage. Maintenance area shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts, accessories, related components, and Equipment.			
Customer area				
Note	Customer area is a subset of the Customer, Administrative, and Maintenance area and shall include adequate space for customer lounge and restrooms.			
Lessee	250	250	250	250
Sublessee	Immediate access	Immediate access	Immediate access	Immediate access

Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston	Turboprop	Turbojet
Hangar	3,600	6,400	7,500	10,000
<i>Note</i>	Shall be at least equal to the square footage stipulated for the type of service being provided (as identified above) or large enough to accommodate the largest General Aviation aircraft being serviced, whichever is greater.			

### 5.3. *Licenses and Certifications*

Employees shall be properly certificated by the FAA and the Federal Communications Commission and hold the appropriate ratings for the work being performed.

### 5.4. *Employees*

Operator shall employ the number of Employees necessary for the work being performed.

### 5.5. *Equipment*

Operator shall have necessary Equipment for the performance of services being provided in accordance with the manufacturer's specifications.

### 5.6. *Hours of Activities*

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

Hours of Activities	Standard	Notes
Hours (per day) / Days (per week)	8 / 5	After-hours by prior arrangement
Holidays	No	

## 6. AIRCRAFT RENTAL OR FLIGHT TRAINING OPERATOR (SASO)

### 6.1. Introduction

**Aircraft Rental Operator** – Operator engaged in the rental of aircraft to the public.

**Flight Training Operator** – Operator engaged in providing flight instruction to the public from leased or subleased premises of Operator's.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this section.

### 6.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	Standard	Notes
Contiguous land (Lessee only)	21,780	
Customer area		
Lessee	250	Shall include adequate space for customer lounge, class/training rooms, and restrooms.
Sublessee	100	Shall include adequate space for class/training rooms and immediate access to customer lounge and restrooms.
Customer service area	250	Shall include adequate and dedicated space for customer service work areas and storage.
Self-maintenance		Only for Operators engaged in self-maintenance. If Operator provides Aircraft Maintenance on other aircraft, Operator shall comply with the minimum standards for an aircraft Maintenance Operator (Section 4).
Maintenance area	360	Shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and Equipment.
Hangar	7,500	Shall be at least equal to the square footage stipulated or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

### 6.3. Licenses and Certifications

Employees performing aircraft proficiency checks and/or flight training shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certifications for the aircraft being utilized and/or flight training being provided.

Flight Training Operators shall have available a properly certificated ground school instructor capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating.

#### 6.4. *Employees*

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activities.

Employees	Standard	Notes
Aircraft Rental Operator		
Employee(s)	1	
Customer Service Representative(s)	1	An Employee may fulfill the responsibilities of the customer service representative unless the Employee is performing duties off the Leased Premises.
Flight Training Operator		
Flight Instructor(s)	1	
Certificated ground school instructor(s)	1	Capable of providing on-demand ground school instruction sufficient to enable students to pass the FAA written examinations for commercial pilot and instrument rating. May be fulfilled by a properly certified Flight Instructor.
Customer Service Representative(s)	1	A Flight Instructor may fulfill the responsibilities of the customer service representative unless the Flight Instructor is performing duties off the Leased Premises.

#### 6.5. *Equipment*

Operator shall have the following number aircraft available for rental or flight training, as applicable. All aircraft shall be owned or leased by Operator (and operated under the full and exclusive control of Operator).

Equipment	Standard	Notes
Aircraft Rental Operator Aircraft		
Fixed wing: single-engine	2	One aircraft must be IFR capable and four-place.
Flight Training Operator Aircraft		
Fixed wing: single-engine	2	One aircraft must be IFR capable, unless flight training Operator is only providing sport pilot training.

Flight Training Operators shall provide training aids necessary to provide ground school instruction.

#### 6.6. *Hours of Activities*

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

Hours of Activities	Standard	Notes
Hours (per day) / Days (per week)	8 / 6	After-hours by prior arrangement
Holidays	No	

#### 6.7. *Insurance Disclosure Requirement*

Any Operator conducting aircraft rental or flight training shall post a notice (and incorporate within its rental and instruction agreements) that: (a) identifies the insurance coverages provided to the renter or student by Operator, (b) discusses when and how the insurance coverages apply, (c) indicates where additional information can be obtained, and (d) advises the renter or student that additional insurance coverage is available (i.e., that the renter or student can purchase an individual non-ownership liability policy). Operator shall provide a copy of such notice to the Authority.

## 7. AIRCRAFT SALES OPERATOR (SASO)

### 7.1. Introduction

**Aircraft Sales Operator** – Operator engaged in the sale of more than three new and/or used aircraft during a 12-month period. This excludes individuals selling personally owned aircraft unless the individual purchases aircraft for the primary purpose of resale.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this Section.

### 7.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	Standard	Notes
Land (Lessee only)		
<i>Without hangar</i>	10,890	
<i>With hangar</i>	21,780	
Customer area		
<i>Lessee</i>	500	Shall include adequate space for customer lounge and restrooms
<i>Sublessee</i>	Immediate access	Shall include customer lounge and restrooms
Administrative area	250	Shall include adequate and dedicated space for administrative work areas and storage
Self-maintenance		Only for Operators engaged in self-maintenance. If Operator provides aircraft Maintenance on other aircraft, Operator shall comply with the minimum standards for an aircraft Maintenance Operator (Section 4).
<i>Maintenance area</i>	360	Shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and Equipment.
<i>Hangar</i>	3,600	Shall be at least equal to the square footage stipulated or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

### 7.3. Dealership

Operator, who is an authorized factory sales franchise, dealer, or distributor either on a retail or wholesale basis, shall have available or shall make available with reasonable advance notice at least one current model demonstrator of aircraft in each of its currently authorized product lines.

### 7.4. Licenses and Certifications

Employees shall be properly certificated by the FAA, current, and hold the appropriate ratings and medical certification for providing flight demonstration in all aircraft offered for sale.

**7.5. Employees**

At a minimum, Operator shall employ the following number of Employees who shall be available during required hours of activities.

Employees	Standard	Notes
Commercial Pilot(s)	1	
Customer Service Representatives	1	A commercial pilot may fulfill the responsibilities of the customer service representative unless the commercial pilot is performing duties off-Airport.

**7.6. Hours of Activities**

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

Hours of Activity	Standard	Notes
Hours (per day) / Days (per week)	8 / 5	After-hours by prior arrangement
Holidays	No	

**7.7. Sales Guarantee or Warranty**

Operator shall provide necessary and satisfactory arrangements for Aircraft Maintenance in accordance with any sales guarantee or warranty period.

## 8. AIRCRAFT STORAGE OPERATOR (SASO)

### 8.1. Introduction

**Aircraft Storage Operator** – Operator that owns (or leases) an aircraft storage facility and/or associated office or shop space and sells (or Subleases) such space to entities engaging in Commercial or Non-Commercial Aeronautical Activities.

An owner or Lessee of a private, non-commercial hangar may, with the approval of the Authority, sublease hangar to an FBO or Aircraft Storage Operator.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this Section.

### 8.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	Single Engine Piston	Multi Engine Piston	Turboprop	Turbojet
Land (Lessee only)	21,780	21,780	32,670	32,670
Hangar	3,600	6,400	10,000	10,000
<i>Note</i>	Cumulative amount of hangar located on Land limited to the following types of hangar structures: (a) single structures of not less than 2,500 square feet completely enclosed or (b) single structures of not less than 6,000 square feet subdivided and configured (although each unit shall not be less than 1,000 square feet) to accommodate individual bays for storage of aircraft designed in accordance to the requirements in Section 2.5. for Single-Engine Piston aircraft.			

### 8.3. Hours of Activity

Operator shall ensure the facilities are available for use (and readily accessible) 24 hours a day, 7 days a week including holidays.



## 9. AIRCRAFT CHARTER OR MANAGEMENT OPERATOR (SASO)

### 9.1. Introduction

**Aircraft Charter Operator** – Operator, with Based Aircraft, engaged in on-demand common carriage for persons or Property (as defined in 14 CFR Part 135) or operates in private carriage (as defined in 14 CFR Part 125).

**Aircraft Management Operator** – Operator, with Based Aircraft, engaged in the business of providing aircraft management including, but not limited to, flight dispatch, flight crews, or Aircraft Maintenance coordination to the public.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this section.

### 9.2. Leased Premises

Operator shall have adequate land and Improvements to accommodate all Activities of Operator and all approved Sublessee(s), but not less than the following, which are not cumulative.

Leased Premises (square feet)	Standard	Notes
Contiguous land (Lessee only)	21,780	
Customer area		
Lessee	500	Shall include adequate space for customer lounge and restrooms
Sublessee	Immediate access 500	Shall include customer lounge and restrooms
Customer service area	250	Shall include adequate and dedicated space for customer service work areas and storage
Self-maintenance		Only for Operators engaged in self-maintenance. If Operator provides aircraft Maintenance on other aircraft, Operator shall comply with the minimum standards for an aircraft Maintenance Operator (Section 4).
Maintenance area	360	Shall include adequate and dedicated space for employee work areas, shop areas, and storage for aircraft parts and Equipment.
Hangar	7,500	Shall be at least equal to the square footage stipulated or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by the Operator, whichever is greater.

### 9.3. Licenses and Certifications

Aircraft Charter Operators shall have and provide copies to the Authority of all appropriate certifications and approvals, including without limitation, the Pre-application Statement of Intent (FAA Form 8400-6), the Registrations and Amendments under Part 298 (OST Form 4507), and/or FAA issued operating certificate(s). Any time certifications or approvals are modified, the updated documentation reflecting the changes shall be provided to the Authority within three calendar days.

#### 9.4. Employees

If certificated to engage in on-demand common carriage for persons or Property, aircraft charter operator shall employ the number of Employees as required by 14 CFR Part 135. If certificated to engage in private carriage (as defined in 14 CFR Part 125), aircraft charter operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activities as follows:

Employees	Standard	Notes
Chief Pilot	Yes	A commercial pilot may serve as the chief pilot.
Commercial Pilot(s)	1	
Customer Service Representative(s)	1	The chief pilot or a commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.

Aircraft Management Operator shall, at a minimum, employ the following number of Employees who shall be available during required hours of activities as follows:

Employees	Standard	Notes
Commercial Pilot(s)	1	If providing pilot services
Customer Service Representative(s)	1	A commercial pilot may fulfill the responsibilities of the customer service representative unless the chief pilot or the commercial pilot is performing duties off the Leased Premises.

#### 9.5. Equipment

Aircraft Charter Operator shall provide, either owned or under written lease to Operator and under the full and exclusive control of Operator, at least one certified and continuously airworthy aircraft for the type of aircraft charter service being provided which shall be equipped for and fully capable of flight under instrument conditions.

#### 9.6. Hours of Activities

Operator shall be open, and services shall be available to meet reasonable demands of customers for these Activities, but not less than the following:

Hours of Activities	Standard	Notes
Hours (per day) / Days (per week)	8	After-hours, initial response within 1-hour
Holidays	No	

For aircraft Charter Operator, after-hours, on-call response time is as follows. Each response time is predicated upon the previous step, initialized upon customer inquiry.

After-hours, On-Call Response Time	Standard	Notes
Response to customer inquiries	1 hour	
Provision of trip quote	1 hour	
Flight initiation	2 hours	Notwithstanding circumstances beyond Operator's control (e.g., aircraft availability, weather, etc.), Operator shall be able to initiate the flight within the time period identified.

**10. TEMPORARY SPECIALIZED AVIATION SERVICE OPERATOR (SASO)****10.1. Introduction**

The Authority recognizes that Aircraft Owners or Aircraft Operators may, from time to time, have specialized aviation service requirements (i.e., Aircraft Maintenance, flight training, etc.). When specialized aviation service is required but is not available at the Airport through existing Operators due to the specialized nature of the aviation service requirements and/or existing Operators are unable to provide the services required within a reasonable timeframe, the Authority may allow an Aircraft Owner or Aircraft Operator to solicit and utilize the services of a qualified and experienced entity to provide said services.

- Aircraft Owner or Aircraft Operator shall initialize the process by informing the Authority about the specialized aviation service requirement, the timeframe for the provision of services, and the Temporary Specialized Aviation Service Operator to provide such services.
- Aircraft Owner or Aircraft Operator shall be responsible for assuring the Temporary Specialized Aviation Service Operator complies with all Legal Requirements while on the Airport.

In addition to the applicable General Requirements set forth in Section 2 (excluding Section 2.5 and Section 2.10), Operator shall comply with the following minimum standards set forth in this section.

**10.2. Scope of Activity**

Operator shall conduct Activities on the Leased Premises of the Aircraft Owner or Aircraft Operator or in a location approved by the Authority in a safe, secure, efficient, prompt, courteous, and professional manner consistent with the degree of care and skill exercised by qualified and experienced operators providing similar services at comparable airports.

**10.3. Commercial Operator Permit**

Prior to engaging in Activities at the Airport, Operator must obtain a Commercial Operator Permit from the Authority for a specific period of time (typically no more than 30 calendar days). Renewal shall be subject to the Operator's compliance with all terms and conditions of the approved Commercial Operator Permit.

Operator shall comply with all requirements for the permitted Activities and limit the service provided to the entity, area, and time period identified in the approved Commercial Operator Permit.

Aircraft Operators requiring after-hours or weekend service by a Temporary Specialized Aviation Service Operator must notify the Authority prior to Operator engaging in Activities on the Airport.

## **11. OTHER SPECIALIZED AVIATION SERVICE OPERATOR (SASO)**

### ***11.1. Introduction***

This Section pertains to SASOs engaging in the following Activities.

**Limited Aircraft Services and Support** – are defined as limited aircraft, engine, or accessory services and support (e.g., cleaning, washing, waxing, painting, upholstery, propeller repair, etc.).

**Experimental Aircraft Services and Support** – are defined as construction assistance to owners of experimental and/or amateur-built aircraft (as defined in 14 CFR Section 21.191).

**Miscellaneous Commercial Services and Support** – are defined as ground instruction, simulator training, scheduling and dispatching, or any other related Commercial services and support Activities.

**Other Air Transportation Services for Hire** – are defined as non-stop sightseeing flights (flights which begin and end at the Airport and are conducted within a 25-statute mile radius of the Airport); flights for aerial photography or survey, firefighting, and power line, underground cable, or pipe line patrol; helicopter operations relating to construction or repair work; or, other related air transportation services for hire.

In addition to the General Requirements set forth in Section 2, Operator shall comply with the following minimum standards set forth in this section.

### ***11.2. Leased Premises***

Operator shall have adequate land and Improvements, as appropriate and as agreed to by the Authority, to accommodate all Activities of Operator and all approved Sublessee(s).

### ***11.3. Employees***

Operator shall provide a sufficient number of Employees to carry out Activity in a safe, secure, efficient, prompt, courteous, and professional manner while also meeting the reasonable demands of customers for the Activities.

### ***11.4. Equipment***

Operator shall have (based at the Airport), either owned or under written lease to (and under the full and exclusive control of) Operator, sufficient vehicles, Equipment, and, if appropriate, one certified and continuously airworthy aircraft.

Operator shall have sufficient materials and/or supplies available to support the Activities.

### ***11.5. Hours of Activity***

Operator shall be open, and services shall be available during the hours maintained by qualified and experienced entities engaging in similar Activities at comparable airports.

Operator shall be available to meet the reasonable demands of customers for the Activities.

## **12. COMMERCIAL OPERATOR PERMIT**

### **12.1. Application**

Any entity desirous of engaging in a Commercial Aeronautical Activity at the Airport (Applicant) shall complete all relevant and applicable sections of the Commercial Operator and Lessee Application (Application) and submit the Application to the Authority and obtain a Commercial Operator Permit (Permit) from the Authority prior to engaging in the desired Activities.

Applicant shall submit all of the information requested in the Application and thereafter shall submit any additional information, data, and/or documentation that may be required or requested by the Authority in order to properly and fully evaluate the Application and facilitate an analysis of the prospective operation.

No Application will be deemed complete that does not provide the Authority with the information, data, and/or documentation necessary to enable the Authority to make a meaningful assessment of Applicant's desired Activities and determine whether or not the Applicant's desired Activities will comply with all applicable Legal Requirements and be compatible with the Airport Layout Plan.

Following review and approval by the Authority and subject to the Applicant complying with all requirements, a Permit will be issued by the Authority.

### **12.2. Approved Permit**

The Permit will be valid for the time period indicated in the Permit as long as Operator meets the following requirements.

- The information submitted by Operator is and remains current. Operator shall notify the Authority in writing within 21 calendar days of any change to the information submitted by Operator.
- Operator remains in full compliance with all applicable Legal Requirements and the terms and conditions of the Permit.

The Permit may not be assigned or transferred and shall be limited solely to the approved Activities identified in the Permit.

For Lessees, the Permit shall be incorporated by reference into the Lessees' Agreement. The breach of any portion of the Permit, including the Application incorporated by reference thereto, shall be deemed a material breach of any associated Agreement allowing the Authority the option to terminate the Permit and/or the Agreement.

### **12.3. Existing Operator with an Existing Agreement**

**No Change in Scope of Activities** – Upon adoption of these Minimum Standards, an existing Operator with an existing Agreement may engage in the Activities permitted under the Agreement without submitting an Application provided that Operator is in full compliance with all the terms and conditions of the Agreement and all applicable Legal Requirements.

**Change in Scope of Activities** – Prior to engaging in any new Activity not permitted under an existing Agreement or Permit or changing or expanding the scope of Activities permitted under an existing Agreement or Permit, Operator shall complete and submit an Application to, and receive a Permit from, the Authority prior to conducting a new Activity not permitted under an existing Agreement or Permit.

**13. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)**



2828 Walker Field Drive  
Grand Junction, Colorado 81506  
(970) 244-9100

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# **PMCD**

## **General Provisions**

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Grand Junction Regional Airport Authority

*Grand Junction Regional Airport (GJT)*

<b>1.</b>	<b>GENERAL PROVISIONS .....</b>	<b>2</b>
1.1.	<i>Purpose .....</i>	2
1.2.	<i>Definitions .....</i>	2
1.3.	<i>Governing Body.....</i>	2
1.4.	<i>Authority to Adopt .....</i>	2
1.5.	<i>Authority Mission and Vision Statements .....</i>	2
1.6.	<i>Statement of Policy.....</i>	3
1.7.	<i>Non-Discrimination.....</i>	3
1.8.	<i>Airport Management .....</i>	3
1.9.	<i>Effective Date.....</i>	3
1.10.	<i>Compliance with Legal Requirements and Agreements .....</i>	3
1.11.	<i>Conflicting Legal Requirements and Agreements.....</i>	4
1.12.	<i>Right to Self-Service.....</i>	4
1.13.	<i>Prohibited Activities.....</i>	4
1.14.	<i>Fines or Penalties.....</i>	4
1.15.	<i>Severability.....</i>	4
1.16.	<i>Subordination .....</i>	4
1.17.	<i>Notices, Requests for Approval, Applications, and Other Filings .....</i>	4
1.18.	<i>Amendments .....</i>	5
1.19.	<i>Variance or Exemption .....</i>	5
1.20.	<i>Enforcement .....</i>	5
1.21.	<i>Disputes.....</i>	6
1.22.	<i>Rights and Privileges Reserved.....</i>	6
1.23.	<i>Possible Grounds for Rejecting Application.....</i>	7
<b>2.</b>	<b>APPENDIX .....</b>	<b>9</b>
2.1.	<i>Definitions .....</i>	9
2.2.	<i>Acronyms .....</i>	13



## **1. GENERAL PROVISIONS**

### **1.1. Purpose**

These General Provisions set forth those provisions which are common to all Grand Junction Regional Airport (Airport) Primary Management and Compliance Documents (Primary Management and Compliance Documents or PMCDs). In addition, the key words or phrases utilized throughout the PMCDs are defined in these General Provisions.

### **1.2. Definitions**

The terms defined in Section 2 of these General Provisions and identified by use of a capital letter, whenever used in the PMCDs, shall be construed as defined therein unless (from the context) a different meaning is intended or unless a different meaning is specifically defined.

Words or phrases that are not defined shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

### **1.3. Governing Body**

The Airport is owned by the Grand Junction Regional Airport Authority (Authority), operated by the Grand Junction Regional Airport (Airport), and governed by and through the Grand Junction Regional Airport Authority Board of Commissioners.

The authority to: (a) lease Authority land and/or Improvements, (b) allow the occupancy and/or development of Authority land or Improvements, (c) grant the right to engage in any activity at the Airport, and (d) implement, supplement, amend, modify, approve, or adopt any Authority Agreement, policy, standard, rule, regulation, or directive, including the PMCDs, is expressly reserved to the Authority by and through the powers expressly granted the Authority by the State of Colorado, C.R.S 41.

### **1.4. Authority to Adopt**

The authority to adopt any policy, standard, rule, regulation, or directive, including the PMCDs, is delegated to the Authority by the Colorado Revised Statutes 2016, 41-3-101, Public Airport Authority Act.

### **1.5. Authority Mission and Vision Statements**

**Mission:** The Grand Junction Regional Airport Authority is committed to facilitating and enhancing regional aviation service.

**Vision:**

- Grand Junction Regional Airport Authority will continue to be safe, secure, well-maintained, and financially self-sustaining.
- Grand Junction Regional Airport Authority will be the airport of choice for airline travelers.
- Grand Junction Regional Airport will be a regional air cargo hub.
- Grand Junction Regional Airport will be the regional airport of choice for corporate, business and leisure travel.
- Grand Junction Regional Airport will be home to a well-planned, private aircraft operator community.
- Grand Junction Regional Airport will be a hub for government aviation activities.
- Grand Junction Regional Airport will continue to be a responsible community partner.
- Grand Junction Regional Airport Authority is an equal opportunity employer and continues to strive to attract and retain high-caliber professionals committed to serve Grand Junction Regional Airport.

**1.6. Statement of Policy**

It is the desire and purpose of the Authority to: (a) “to operate, maintain, and develop the Grand Junction Regional Airport and its related facilities and to oversee and manage the business and affairs of the Grand Junction Regional Airport” (GJT-bylaws 5/19/2015); in such a manner to ensure the Authority’s long-term financial health, (b) protect and promote the health, safety, security, and general welfare of the public, and (c) encourage the provision of the type, level, and quality of General Aviation products, services, and facilities desired by the public.

For situations not specifically addressed in the PMCDs, the Authority reserves the right to make such policies, standards, rules, regulations, and directives as may be appropriate given the situation and/or circumstances pertaining to the use of the Airport.

The Airport is required to be operated for the use and benefit of the public and shall be made available to all types, kinds, and classes of Aeronautical Activity on reasonable terms and without unjust discrimination.

**1.7. Non-Discrimination**

No person, in the use of the Authority’s land and Improvements, shall discriminate against any person or class of persons because of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age (40 and over), disability, sexual orientation in providing any products or services or in the use of any of the Authority’s land and Improvements provided for the public, or in any manner prohibited by applicable Legal Requirements.

**1.8. Airport Management**

The Executive Director is responsible for the planning, development, operation, administration, management, maintenance, and security of the Airport and all Authority owned and operated land, Improvements, facilities, vehicles, and equipment. The Authority has authorized the Executive Director to: (a) interpret, administer, and enforce Agreements and the PMCDs, (b) allow, where and when appropriate, temporary, short-term occupancy or use of Authority land or Improvements, and (c) obtain and receive copies of all licenses, permits, certifications, ratings, certificates of insurance, and other documents required to be provided to the Authority. All inquiries regarding the PMCDs and/or compliance therewith shall be directed to the Executive Director.

During emergency situations, the Executive Director is empowered to issue such directives and to take such action that, within Executive Director’s discretion and judgment, are necessary or desirable to safeguard the safety, security, and efficiency of the Airport and the public. Such directives and actions of the Executive Director shall have the force of a rule and regulation so long as the emergency exists.

**1.9. Effective Date**

The General Provisions shall be in effect and shall remain in effect from the date of adoption by the Authority, unless repealed by the Authority.

**1.10. Compliance with Legal Requirements and Agreements**

All entities leasing, occupying, and/or developing Authority land and/or Improvements and/or engaging in an Aeronautical Activity at the Airport shall comply, at the entity’s sole cost and expense, with all applicable Legal Requirements.

No Agreement, nor any payment or performance required there under, shall excuse any entity from compliance with the PMCDs. Compliance with the PMCDs shall not excuse any responsibility or obligation an entity may have to the Authority under any existing Agreement.

***1.11. Conflicting Legal Requirements and Agreements***

If any provision of the PMCDs is found to conflict with any other Authority policy, standard, rule, regulation, or directive; any provision of any applicable Legal Requirement; or any provision of an Agreement (if provided for in the Agreement), the provision that establishes the higher or stricter standard shall prevail.

***1.12. Right to Self-Service***

An Aircraft Owner or the Aircraft Owner's Employees may perform self-services (fueling, maintenance, or repair) on the Aircraft Owner's aircraft utilizing the Aircraft Owner's vehicles, equipment, and resources (Self-Service). An Aircraft Owner or the Aircraft Owner's Employees are permitted to perform such self-services on the Aircraft Owner's aircraft provided there is no attempt to perform such services for others for Compensation and further provided that such right is conditioned upon compliance with the PMCDs and all applicable Legal Requirements.

If the right to Self-Service is not exercised, an Aircraft Owner is only permitted to have the Aircraft Owner's aircraft fueled, maintained, repaired, or otherwise serviced at the Airport by those Operators authorized to engage in such Commercial Activities at the Airport.

An Operator may restrict the use of its exclusive Leased Premises for Self-Service activities.

***1.13. Prohibited Activities***

The following activities are prohibited at the Airport: Through-the-Fence activities and Co-Op fueling.

***1.14. Fines or Penalties***

Entities shall have the responsibility to pay any fine or penalty levied against entity, the Authority, individually or collectively, as a result of entity's failure to comply with any applicable Legal Requirement. If the fine or penalty is contested, entity shall pay the fine or penalty if upheld by the Agency having jurisdiction.

***1.15. Severability***

If any provision of the PMCDs shall be held to be unlawful, invalid, or unenforceable by final judgment of any Agency or court of competent jurisdiction, the judgment shall not in any way affect the validity of any other provisions of the PMCDs.

***1.16. Subordination***

The PMCDs are subject and subordinate to the provisions of any agreement between the Authority and the State of Colorado or the United States Government pertaining to the planning, development, operation, and management of the Airport.

The Authority recognizes the jurisdiction of the federal government, delegated to the FAA, concerning the licensing and regulation of pilots, air carriers, and aircraft; and concerning the navigable airspace. The PMCDs are not intended to assert jurisdiction by the Authority over matters under the exclusive jurisdiction of the federal government, and the provisions of the PMCDs shall be interpreted consistent with this purpose.

***1.17. Notices, Requests for Approval, Applications, and Other Filings***

Any notice, request for approval, application, or other filing required or permitted to be given or filed with the Authority and any notice or communication required or permitted to be given or filed with any existing or prospective Operator, Lessee, or Sublessee pursuant to the PMCDs shall be in writing, signed by the party giving such notice, and shall be sent by overnight courier, United States certified mail, facsimile (confirmed by dated return signature), email (confirmed by return email), or in person (confirmed by dated and signed receipt). Such notice, request for approval, application, or other filing shall be deemed to have been given when delivered to the Authority or existing or prospective Operator, Lessee, or Sublessee at its principal place of business or such other address as may have been provided. Operator, Lessee, or Sublessee shall provide notice to the Authority of a change of address within 14 calendar days.

**1.18. Amendments**

The PMCDs may be supplemented, amended, or modified from time to time and in such a manner and to such extent as deemed appropriate or necessary by the Authority. The Authority may provide for public notification of pending supplements, amendments, or modifications to the PMCDs in order to provide the opportunity for public comment. The Authority may issue emergency policies, standards, rules, regulations, or directives from time to time.

**1.19. Variance or Exemption**

The Authority may, but is not obligated, to approve variances or exemptions to the PMCDs when special conditions or unique circumstances exist. Requests for variance or exemption shall be submitted in writing to the Executive Director and must state:

- the specific PMCD provision(s) for which the variance or exemption is being sought,
- describe the proposed variance or exemption, state the reason for the proposed variance or exemption;
- identify the anticipated impact on the Authority and/or Airport (and other entities including Operators, Lessees, Sublessees, users of the Airport, and the public); and
- identify the duration of the proposed variance or exemption.

Prior to the Authority approving or denying a variance or exemption, the Authority shall conduct a review of all relevant information. Approval or denial by the Authority of a variance or exemption shall be reasonable, not unjustly discriminatory, and consistent with prior decisions involving similar conditions or circumstances at the Airport (if any) and shall be provided in writing within 90 calendar days from the receipt of the written request.

- An approval by the Authority of a variance or exemption shall not serve to amend, modify, or alter the PMCDs or any existing Agreement.
- Requests for variance or exemption can be denied in accordance with Section 1.23 of these Minimum Standards.

**1.20. Enforcement**

The Executive Director is empowered by the Authority to require compliance with and enforce the PMCDs. The Authority in conjunction with the City of Grand Junction Fire Department (Fire Department) is authorized to enforce all fire and Hazardous Materials related Legal Requirements (within jurisdiction). The Authority in conjunction with the City of Grand Junction Police (Police) and Mesa County Sheriff (Sheriff) are authorized to enforce all Legal Requirements (within jurisdiction).

Violation of the PMCDs, applicable Legal Requirements, directives issued by the Authority, Executive Director, Fire Department, Police, or Sheriff, or jeopardizing the safety or security of entities utilizing the Airport or the Authority land and/or Improvements may result in suspension, revocation, and/or prohibition of access or use privileges, engaging in activities, use of the Airport; termination of an Agreement(s); and/or prosecution under the applicable Legal Requirements. The entity shall pay for any costs incurred by the Authority, including but not limited to, attorney fees, expert witness fees, court costs, and other legal costs, etc.

Representatives of the Authority, as designated by the Executive Director, shall enforce these Minimum Standards. Any person or entity who violates these Minimum Standards may be cited, removed from the Airport, denied use of the Airport, and/or prevented from engaging in Activities at the Airport and shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the Authority.

**1.21. Disputes**

Any party aggrieved by a decision of airport management may appeal (in writing) such decision to the Executive Director within 30 calendar days after such decision is issued. Any claim not timely submitted to the Executive Director is waived.

- The Executive Director shall respond to such written claim within 30 calendar days of the receipt of the claim by either (a) making a written determination with respect to the claim, or (b) making a written request for additional information. If requested, the party shall provide all requested additional information within 14 calendar days of the date of the Executive Director's request or the claim is waived. Thereafter, the Executive Director shall make a written determination with respect to the claim within 30 calendar days after receipt of the additional information. In either case, the Executive Director's written determination shall be final and conclusive unless within 30 calendar days from the date of the Executive Director's written determination, the party requests, in writing, an appeal to the Authority stating specifically all grounds of appeal.

The Authority shall use its best efforts to hear any such appeal within 120 calendar days after the Authority's receipt of the written appeal. At such hearing, the party shall be afforded such opportunity to be heard and to offer relevant evidence in support of its appeal, as may be determined by the Authority in its sole discretion. The decision of the Authority shall be final and conclusive.

**1.22. Rights and Privileges Reserved**

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

In addition to the following rights and privileges, the Authority reserves the rights and privileges outlined under federal and/or state Airport Sponsor Assurances as such rights and privileges may be amended from time to time.

- Nothing contained within the PMCDs shall be construed to limit the use of any area of the Airport by the Authority (and its representatives, officers, officials, employees, agents, and volunteers) or to prevent any FAA, Transportation Security Administration, Law Enforcement Officer, or Fire Department personnel from acting in official capacities.
- The Authority reserves the right for the use of the Airport by others pursuant to applicable Legal Requirements pertaining to the Airport and such use.
- The Authority reserves the right to designate specific Airport areas for activities in accordance with the currently adopted Airport Layout Plan (ALP). Such designation shall give consideration to the nature and extent of current and/or future activities and the land and/or Improvements that may be available and/or used for specific activities and shall be consistent with the safe, secure, orderly, and efficient use of the Airport.
- It is the policy of the Authority that any occupancy, use, and/or development (construction or modification) of land and/or Improvements that is inconsistent with the ALP is undesirable. Any development that is substantially different than that depicted on the ALP could adversely affect the safe, secure, orderly, or efficient use of the Airport. Nothing contained in the PMCDs shall require or obligate the Authority to apply to the FAA for approval of the revision of the ALP on behalf of a current or prospective Operator, Lessee, Sublessee, or user of the Airport.

- The Authority reserves the right to develop and make any Improvements and/or repairs at the Airport that it deems necessary. The Authority will provide advance notice of the date and time to impacted parties that such development, improvements, and/or repairs will be made. The Authority shall not be obligated to reimburse or compensate any Operator, Lessee, Sublessee, or other entity for any cost and/or expense incurred, loss of revenue, or inconvenience that may result from such development, improvement, and/or repair.
- The Authority (and its representatives, officers, officials, employees, agents, and volunteers) shall not be responsible for loss, injury, or damage to persons or Property at the Airport related in any way to any natural disaster or illegal activity.
- During time of war or national emergency, the Authority shall have the right to enter into an agreement with the United States Government for military use of part or all of the landing area, the publicly owned air navigation facilities, and/or other land and Improvements of the Airport. If any such agreement is executed, any agreement, insofar as it is inconsistent with the agreement between the Authority and the United States Government, shall be suspended, without any liability on the part of the Authority.
- The Authority will not relinquish the right to take any action the Authority considers necessary to protect the aerial approaches of the Airport against obstruction or to prevent a person from erecting or permitting to be erected any facility or other structure which might limit the usefulness of the Airport or constitute a hazard to aircraft.
- The Authority will not waive any sovereign, governmental, or other immunity to which the Authority may be entitled nor, shall any provision of any Agreement be so construed.
- The Authority will not submit to the laws of any state other than those of the State of Colorado.
- The Authority is under no obligation to provide financing and/or make any improvements to Airport land and/or Improvements to facilitate any development or consummate any Agreement proposed by a current or prospective Operator, Lessee, or Sublessee. In addition, the Authority is under no obligation to: (a) pursue federal, state, or other available funds to contribute to such development or (b) provide matching funds to secure such funding.
- The Authority reserves the right to take such actions as it may deem necessary, appropriate, and/or in the best interest of the Authority including preserving the assets of the Authority and the Airport, protecting the safety and security of the people who work at and/or use the Airport, and maintaining the integrity of the Authority's mission, vision, values, goals and objectives for the Authority and the Airport.

### ***1.23. Possible Grounds for Rejecting Application***

In this section, the term "activity" is inclusive of all Commercial Aeronautical Activities, Non-Commercial Aeronautical Activities, and non-aeronautical activities.

The Authority may reject any proposal, request for variances or exemption, assignment, change in majority ownership, encumbrance, or application for any one or more of the following reasons (as determined in the sole discretion of the Authority).

- The entity, for any reason, does not fully meet the qualifications, standards, and requirements established by the Authority. The burden of proof shall be on the entity and the standard of proof shall be by clear and convincing evidence.
- The Authority or the FAA has determined that the contemplated activity and/or Improvements would create a safety or security risk at the Airport or constitute a Hazard, obstruction, or danger to air navigation.



- The Authority would be required to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or Improvements that the Authority is unwilling and/or unable to expend or supply.
- The financial plan associated with the proposed activities and/or Improvements is not realistic and attainable and/or will result in a financial operating loss or hardship for the entity.
- No appropriate, adequate, or available land and/or Improvement exists at the Airport to accommodate the proposed activity of the entity at the time the proposal or application is submitted, nor is such availability contemplated within a reasonable period of time.
- The proposed activities and/or Improvements do not comply with the ALP currently in effect or anticipated to be in effect.
- The entity's occupancy, use, or development of Airport land and/or Improvements could be detrimental to the public, result in congestion of aircraft, and/or negatively impact the safety and/or efficiency of the Airport, Operators, Lessees, Sublessees, or users of the Airport.
- The entity intentionally or unintentionally misrepresented or failed to disclose material fact in a proposal, in an application, and/or in supporting documentation.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has a record of violating the Legal Requirements of the Authority, any other airport sponsor, the State of Colorado, the FAA, or any other Legal Requirement applicable to the Airport and/or the entity's proposed activity.
- The entity or any officer, director, agent, representative, shareholder, or key employee thereof has defaulted in the performance of any Agreement or Sublease at the Airport or at any other airport.
- The entity does not exhibit adequate financial capability, capacity, or responsibility to undertake and sustain the proposed activity.
- The entity cannot obtain a bond or insurance in the type and amounts required by the Authority for the proposed activity.
- The entity seeks terms and conditions which are inconsistent with the PMCDs and/or any request for qualifications and/or proposals (or any other document) issued by the Authority.
- The entity's interests and/or the proposed activity or use is inconsistent with the mission, vision, values, goals, or objectives of the Airport; the best interest of the Authority; or any Airport Sponsor Assurances.
- The entity has been party to vexatious or frivolous litigation, including, without limitation, administrative litigation, against the Authority.

## 2. APPENDIX

### 2.1. Definitions

Advisory Circular (AC) – A document published by the FAA providing guidance on aviation/airport issues/matters.

Aeronautical Activity (Activity) – Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of aircraft. Any activity which contributes to, or is required for, the safety of such operations. Any activities which have a direct relationship to the operation of aircraft or the operation of the Airport.

Air Carrier – An entity engaged in the operation of an aircraft for the purpose of transporting passengers, mail, express, freight, or cargo, on a scheduled or non-scheduled basis, whose operation is either intrastate or interstate.

Air Operations Area (AOA) – A portion of an airport which includes aircraft Movement Areas, Ramps, and safety areas, and any adjacent areas that are not separated by adequate security systems, measures, or procedures. TSA 1542.207 requires possession and use of an GJT Airport Identification Badge.

Aircraft and Passenger Liability – Insurance coverage pertaining to bodily injury, Property damage, and passenger injury for all owned, leased, or operated aircraft.

Aircraft Accident – An occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage (as described in 49 CFR 830).

Aircraft Design Group – A FAA designated grouping of aircraft based upon wingspan. The groups are as follows:

- Group I: Up to but not including 49 feet
- Group II: 49 feet up to but not including 79 feet
- Group III: 79 feet up to but not including 118 feet
- Group IV: 118 feet up to but not including 171 feet
- Group V: 171 feet up to but not including 214 feet
- Group VI: 214 feet up to but not including 262 feet

Aircraft Incident – An occurrence other than an aircraft Accident that affects or could affect the safety of operations (as described in 49 CFR 830).

Aircraft Line Maintenance – Aircraft Maintenance typically required to return an aircraft to service within a short period of time. Examples include, but are not limited to: replenishing lubricants, fluids, nitrogen, and oxygen; servicing of landing gear, tires, and struts; lubricating aircraft components; and, avionics/instrument removal and/or replacement.

Aircraft Maintenance – The repair, maintenance, alteration, calibration, adjustment, preservation, or inspection of aircraft airframe, powerplant, propeller, and accessories (including the replacement of parts) as described in 14 CFR Part 43.

Aircraft Operator – A person who uses, causes to be used, or authorizes to be used an aircraft, with or without the right of legal control (as Owner, Lessee, or otherwise) for the purpose of air navigation including the piloting of aircraft or the operation of aircraft on any part of the surface of an airport.

Airframe and Powerplant Mechanic (A & P Mechanic) – A person who holds an aircraft mechanic certificate with both airframe and powerplant ratings. This certification is issued by the FAA under the provisions of 14 CFR Part 65.

Airport – All land, Improvements, and appurtenances within the legal boundaries as it now exists on the Airport Layout Plan (or Exhibit A of the most recent FAA grant) and as it may hereinafter be modified at Grand Junction Regional Airport (GJT).

Airport Identification Badge – A media allowing access to certain parts of the Airport including AOA, SIDA, Secured and Sterile areas.

Executive Director – That person (or designated representative thereof), appointed by the Authority, responsible for the administration and day-to-day operation and management of the Airport, all Authority owned Property, vehicles, equipment, material, financial assets, and Employees at the Airport, and all employees assigned to the Airport.

Airport Sponsor Assurances – Those contractual obligations that are described by law in 49 U.S.C. 47107 and are undertaken by a public airport sponsor as a condition of receipt of federal airport development grants or federal surplus Property.

Airside – The runways for landing and taking-off of aircraft, designated helipads, Taxiways and Taxilanes for ground movement of aircraft, and Ramp for parking, loading, unloading, fueling, and servicing of aircraft.



**Applicant** – An entity desiring to use land and/or Improvements at the Airport to engage in an Aeronautical Activity and who shall apply in writing and in the manner or form prescribed herein for authorization to engage in such Activities at the Airport.

**Avgas (Aviation Gasoline)** – Fuel commonly utilized to power piston-engine aircraft.

**Based Aircraft** – An aircraft identified in a written aircraft storage Agreement with the Authority, FBO, or SASO.

**Business Automobile Liability** – Insurance coverage pertaining to bodily injury and Property damage for all licensed vehicles arising out of (or relating to) the use, loading, and unloading of owned, non-owned, or hired vehicles.

**Certified Flight Instructor (CFI) Professional Liability** – Insurance coverage pertaining to bodily injury and property damage not only during dual flight instruction, but also after instruction has been given.

**Code of Federal Regulation (CFR)** – The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government, divided into 50 titles that represent broad areas subject to federal regulation, updated once each calendar year and issued quarterly, as may be amended from time to time.

**Commercial** – For the purpose of securing earnings, income, Compensation (including exchange or barter of goods and services), and/or profit.

**Commercial General Liability** – Insurance coverage pertaining to bodily injury, personal injury, Property damage, contractual liability, products and completed operations and, if applicable, use of unlicensed vehicles that in any way arise from the use of the Leased Premises and operations or Activities of the entity. Unlicensed vehicles operated on the Movement Area will require coverage in an amount not less than that identified for combined single limit per occurrence for bodily injury, personal injury, and Property damage.

**Contiguous** – Land and/or apron that shares an edge or boundary or is separated by no more than a Taxilane.

**Co-Op Fueling** – The fueling of an aircraft by the Owner of the aircraft or the Owner's Employee using vehicles, Equipment, and resources owned by an approved Association.

**Courtesy Vehicle** – A vehicle used to transport persons, baggage, or goods, or any combination thereof, on the Airport or between the Airport and off-airport locations such as hotels, motels, or other attractions for which no charge is levied (no Compensation is paid).

**Environmental Liability** – Insurance coverage pertaining to liability for bodily injury, Property damage, and environmental damage resulting from sudden and accidental releases of pollution and covering related or resultant cleanup and/or remediation costs arising out of the occupancy and use of the Leased Premises.

**Equipment** – All Property and machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the Activity being performed.

**Exclusive Right** – A power, privilege, or other right excluding or preventing another from enjoying or exercising a like power, privilege, or right. An Exclusive Right may be conferred either by express agreement, by imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on one or more parties but excluding others from enjoying or exercising a similar right or rights, would be an Exclusive Right. An Exclusive Right to conduct an Aeronautical Activity, which is forbidden by federal regulation, is distinguished from an Exclusive Right to occupy real estate, which is permitted by federal regulation under certain conditions.

**Federal Aviation Administration (FAA)** – The Agency within the Department of Transportation of the United States Government that has the responsibility of regulating Aeronautical Activities. It was established by an act of Congress on April 1, 1967.

**Fiscal Year (or FY)** – The accounting period of the Authority beginning January 1st and ending December 31<sup>st</sup> established for accounting purposes.

**Fixed Based Operator (FBO)** – A Commercial Operator engaged in the sale of products and services and the renting or subleasing of facilities consistent with the Authority's General Aviation Minimum Standards.

**Fuel Handling** – The transporting, delivering, fueling, dispensing, or draining of fuel or fuel waste products.

**General Aviation** – All aviation with exception of Air Carriers and the military.

General Aviation Minimum Standards (Minimum Standards) – Primary Management and Compliance Document that sets forth those qualifications, standards, and criteria set forth as the minimum requirements to be met as a condition for the right to engage in Activities at the Airport, as may be amended from time to time.

Grand Junction Regional Airport Authority – (or representatives, officers, officials, employees, agents, and volunteers thereof)

Hangar Keeper's Legal Liability – Insurance coverage pertaining to Property damage for all non-owned aircraft under the care, custody, and control of the Operator.

Hazardous Materials – A substance, item, or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Improvements – All buildings, structures, additions, and facilities including pavement, fencing, and landscaping constructed, installed, or placed on, under, or above any land on the Airport.

Infrastructure – Runways, Taxiways, Taxilanes, Ramps, nav aids, airport roadways, utilities, etc.

Landside – The portion of the Airport used for activities other than the movement of aircraft, such as vehicle access roads and parking.

Legal Requirements – All applicable federal, state, county, and local laws, codes, ordinances, policies, and regulations as amended from time to time.

Leased Premises – The land and/or Improvements used exclusively under Agreement by an Operator, Lessee, or Sublessee.

Lessee – An entity that has entered into an Agreement to occupy, use, and/or develop land and/or Improvements.

Light Aircraft – Aircraft having a maximum takeoff weight of 12,500 pounds or less.

Light Sport Aircraft – An aircraft certificated by the FAA which is restricted by maximum takeoff weight, maximum operating airspeeds, maximum seating capacity, engine and related controls type (if powered), and type of landing gear.

Limousine – A vehicle, for hire, that is not configured with a taximeter. Transportation services using limousines are provided for unmetered predetermined rates.

Master Plan – An assembly of documents and drawings (which have been approved by the FAA and adopted by the Authority) covering the development of the Airport from a physical, economic, social, and political jurisdictional perspective. The Airport Layout Plan is part of the Master Plan.

Movement Area – The runways, Taxiways, and other areas of the Airport which are utilized for taxiing, hover taxiing, takeoff, and landing of aircraft (exclusive of aircraft parking, loading, unloading, fueling, and servicing areas) where aircraft are moved with radio contact with ATC or other aircraft. The Movement Area includes all areas under the direct and positive control of ATC. Specific approval for entry onto the movement area must be obtained from ATC.

National Fire Protection Association (NFPA) – All codes and standards contained in the Standards of the National Fire Protection Association, as may be amended from time to time.

Non-Commercial Flying Club – An entity that is legally formed as a non-profit entity with the State of Colorado that collectively owns and operates aircraft and restricts membership from the public.

Non-Movement Area – Those portions of the Airport where aircraft taxi or are moved without radio contact with ATC or other aircraft.

Operator – An entity that has entered into an Agreement with the Authority to engage in Commercial Aeronautical Activities at the Airport.

Owner – The registered legal Owner of an aircraft according to FAA records or a vehicle according to the applicable state Department of Motor vehicle records.

Participant – Persons paying a fee to an Operator and subsequently participating in Commercial Skydiving.

Primary Management and Compliance Documents (PMCDs) – A compendium of rules, regulations, standards, and policies that govern the development, operation, and management of the Airport, adopted by resolution of the Authority, as may be amended from time to time, including Minimum Standards, and Development Standards.

Ramp – Those paved areas of the Airport within the AOA designated by the Authority for parking, loading, unloading, fueling, or servicing of aircraft.

Readily Available – Conveniently located (in close proximity) and accessible, but not necessarily located on the Leased Premises.

Refueling Vehicle – Any vehicle used for transporting, handling, or dispensing of fuels and lubricants.

Repair Station – A certificated aircraft Maintenance facility approved by the FAA to perform specific maintenance functions. Repair Stations are certificated under 14 CFR Part 145.

Rules and Regulations – Primary Management and Compliance Document that sets forth the rules and regulations for the safe, secure, orderly, and efficient use of the Airport, as may be amended from time to time.

Safety Management System (SMS) – The formal, top-down business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures (FAA Order VS 8000.367A).

Security Plan – A document developed by Operators to ensure the safety and security of people and property at the Airport.

Specialized Aviation Service Operator (SASO) – A Commercial Operator that provides any one or a combination of the following Activities: aircraft Maintenance, avionics or instrument maintenance, aircraft rental or flight training, aircraft charter or aircraft management, aircraft sales, and other Commercial Aeronautical Activities

Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) – A contingency plan defined by the EPA that covers procedures for spill prevention, control, and countermeasure, points of contact, the chain of command, and individual responsibilities.

Student and Renter Liability – Insurance coverage pertaining to bodily injury, personal injury, and Property damage (excluding aircraft hull) for students and renters of aircraft.

Sublease – An agreement entered into by an entity with an Operator or Lessee that transfers rights or interests in the Operator's or Lessee's Leased Premises and for which, the Authority has given proper consent.

Sublessee – An entity that has entered into a Sublease with an Operator or Lessee who is authorized (by the Authority) to engage in Commercial Aeronautical Activities at the Airport.

Tiedown – An area paved or unpaved suitable for parking and mooring of aircraft wherein suitable anchoring points and related equipment are located.

Through-the-Fence – When an airport sponsor grants an entity ground access by an aircraft across the Airport's property boundary to the Airport's airside infrastructure (commonly through-the-fence) and permission to engage in associated activities from property adjacent to the Airport.

Transient Pilot/Aircraft – Any aircraft utilizing the Airport for occasional or temporary purposes which is not stationed at the Airport.

## 2.2. *Acronyms*

A&P Mechanic	Airframe and Powerplant Mechanic
AC	Advisory Circular
AOA	Air Operations Area
CFR	Code of Federal Regulations
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBO	Fixed Base Operator
ME	Multi-Engine Aircraft
NPIAS	National Plan of Integrated Airport Systems
SASO	Specialized Aviation Service Operator
SE	Single-Engine Aircraft
SPCC Plan	Spill Prevention, Control, and Countermeasure Plan
SWPPP	Storm Water Pollution Prevention Plan

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Final Review of the 2019 Budget Plan and Budget		
PURPOSE:	Information <input checked="" type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input type="checkbox"/>
RECOMMENDATION:	The Board complete final review of the 2019 Budget and fund appropriations for 2019.		
SUMMARY:	The 2019 Budget was presented at the September 18, 2018 Board meeting. The public hearing is scheduled for October 16, 2018. The Finance Committee has reviewed and recommended approval of the Budget. Adoption of the 2019 Budget will be on the agenda at the November board meeting.		
REVIEWED BY:	Executive Director and Legal Counsel		
FISCAL IMPACT:	N/A		
ATTACHMENTS:	Resolution 2018-007 with attachments.		
STAFF CONTACT:	Shelagh O’Kane 970-248-8590 <a href="mailto:sokane@gjairport.com">sokane@gjairport.com</a>		

**RESOLUTION NO. 2018-\_\_\_\_**

**RESOLUTION TO ADOPT BUDGET  
AND  
APPROPRIATE SUMS OF MONEY.**

**A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND AND ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE GRAND JUNCTION REGIONAL AIRPORT AUTHORITY FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2019 AND ENDING ON THE LAST DAY OF DECEMBER 2019.**

**WHEREAS, the Grand Junction Regional Airport Authority, a political subdivision of the State of Colorado, subject to the Local Government Budget Law of Colorado; and**

**WHEREAS, as required by State Statute, a proposed budget for fiscal year 2019 was submitted to the Board of Commissioners on September 18, 2018; and**

**WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 16, 2018, and interested parties were given the opportunity to file or register any objections to said proposed budget; and**

**WHEREAS, the Board considered such public comment; and**

**WHEREAS, the Budget attached hereto is a balanced budget which complies with all applicable State laws; and**

**WHEREAS, the Board is required to approve the Budget, appropriate the revenues provided in the Budget for the purposes described therein, thereby establishing a limitation on expenditures for the operations of the Grand Junction Regional Airport Authority.**

**NOW, THEREFORE, BE IT RESOLVED BY THE GRAND JUNCTION REGIONAL AIRPORT AUTHORITY, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:**

**Section 1.** The recitals hereinabove are hereby adopted as findings and incorporated herein.

**Section 2.** That the budget as submitted, amended, and attached is approved and adopted as the budget of the Grand Junction Regional Airport Authority for the year stated above; and that the sums of money derived from revenues are appropriated for expenditures as outlined in the Budget subject to the limitations and authority set forth below.

**Section 3.** The Executive Director is authorized to spend up to the approved capital, operating and expense budgets provided actual revenues are consistent with budgeted revenues.

**Section 4.** The Executive Director is authorized to transfer budgeted amounts between individual accounts/line items as necessary to meet operational needs provided: (1.) any transfers in excess of \$50,000 shall be approved by the Board, and (2.) no transfers shall be permitted out of personnel accounts without Board authorization.

**Section 5.** The Board delegates authority to apply for all budgeted grants, non-budgeted grant applications shall be approved by the Board.

**Section 6.** For purposes of complying with C.R.S. 41-3-105 Board action on either contract approval or bid awards constitutes approval of all expenditures under such approved contracts or bid awards in excess of \$10,000.00. The Executive Director is authorized to make payments on those contracts and bid awards up to the not to exceed amounts identified in the contract approval or bid award without further Board action provided, however, that all payments in excess of \$100,000 shall be reported to the Board at the next regular meeting of the Board.

ADOPTED on this \_\_\_\_ day of \_\_\_\_\_ 2018.

GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY

ATTEST:

\_\_\_\_\_  
Tom Benton, Chairman

\_\_\_\_\_  
Victoria Hightower, Clerk

Board Members Voting AYE:

Those Voting NAY:

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# 2019 Budget

## Grand Junction Regional Airport Authority

### Packet Contents:

1. Budget Assumptions
2. Organizational Chart
3. 2019 Budgeted Operating Revenue
4. 2019 Budgeted Operating Expenses
5. 2019 Budgeted Non-Operating Revenues & Expenses
6. 2019 Budget Line Item Notes
7. 2019 Budgeted Risk List
8. 2019 Budgeted Non-AIP Capital Expenses
9. 2019 Budgeted AIP Capital Expenses
10. 2018-2019 Project Funding Sources
11. 2018-2031 AIP Funding Breakdown



## 2019 Budget Assumptions

2019 enplanements = 2018 enplanement forecast = 1.4% reduction vs. 2017 actuals (232,079 enplanements)

2018 Forecast contains actuals through June 2018

### Revenues

- 1 2019 enplanements due to diversions will = YE June 2018 enplanements due to diversions
- 2 Revenues will be reflected versus activity due to timing of revenue receipts  

<u>Revenues recorded in month earned:</u>	<u>Revenues recorded in month after earned:</u>
- Rent	- Rental Car MAG
- Airline fees: Bridge usage, Landing fees, Disposals	- Concession MAG
- Fuel	- Ground Transportation
- Badge Fees	- Parking MAG
- Fuel Flowage Fees	
- 3 Revenues recorded with a one month lag will reflect revenues earned December – November (e.g. 2018 concession revenues reflect December 2017 – November 2018 earnings)
- 4 Revenues below are based off of average revenue per enplanement by month for YE June 2018
  - Concession MAG
  - Parking MAG
  - Ground Transportation
  - PFCs- The average revenue per enplanement used for PFCs is the average of 2016 and 2017 actuals of \$3.92 (2018 numbers were not used due to irregularities caused by diversion traffic)
- 5 Ground transportation – assume avg. revenue per enplanement by month for 2018 = avg revenue per enplanement by month for 2019, and uses the June YTD average for July – December 2019. This assumption allows for TNC changes.
- 6 Leases- 12 mo leases have a 1.5% CPI adjustment
- 7 No change to Airline leases or existing fixed rates
- 8 Fuel revenues assume 2019=YE June 2018
- 9 Non-Passenger (FedEx) landing fees assume 2019=YE May 2017
- 10 Estimating a 2-4 month lag on reimbursement of AIP funds
- 11 Fuel Sales: The authority may add a surcharge to fuel for resale of any amount up to \$1.00 per gallon. The authority currently charges \$.25 per gallon to rental cars and \$1.00 per gallon to airlines.
- 12 Rental Car MAG is recalculated every April based off of prior years actual numbers.
- 13 Advertising revenue is held flat from prior year.

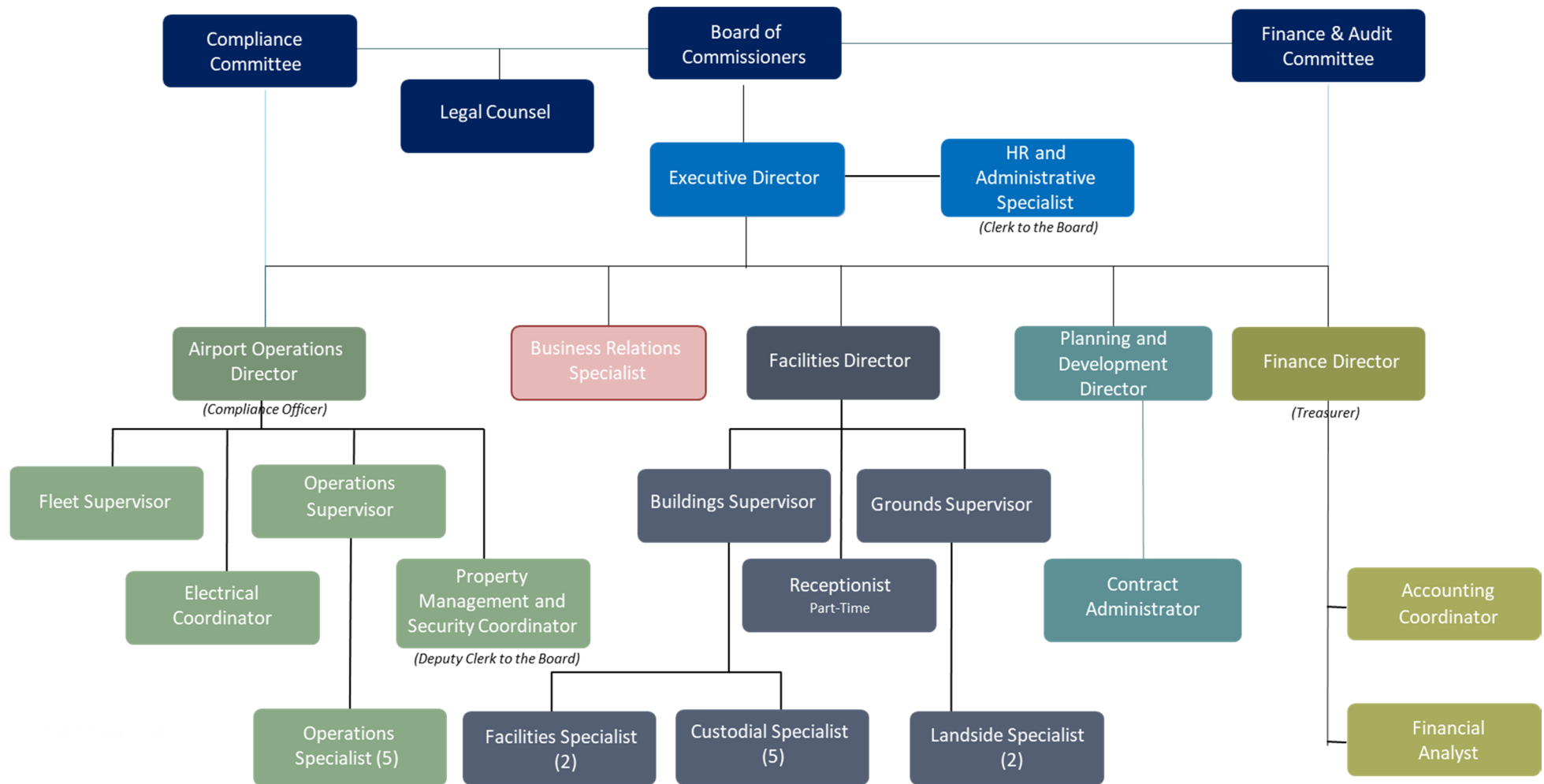
### Expenses

- 1 100% Staffing levels.
- 2 Fleet maintenance and repair expenses will increase slightly due to staffing changes (no 100% dedicated fleet mechanic).
- 3 Assumed an increase in Security guard hours by 3 hours a day.
- 4 Fuel expenses assume 2019 gallons=YE June 2018 with an increase in price to \$2.70 per gallon of diesel and \$2.50 per gallon of unleaded.
- 5 Fuel Expenses moved from operations & fleet to building/land department to better reflect where the work is.
- 6 Utilities will remain consistent with current year.
- 7 Additional 3 interns, finance analyst, contract administrator, part-time receptionist, and business relations Manager
- 8 Additional 5 interns, finance analyst, and part-time receptionist verses 2018 budget.

### Capital

- 1 Projects started in 2018 continuing or finishing in 2019 include 1-2 months of 2018 forecasted payments to ensure that amounts to be paid are approved for 2019 in case of delays in project or billing. This total amount that is duplicated from 2018 in the 2019 budget totals \$3.7M.
- 2 Contingency for future unidentified projects acts as a place holder for Non-AIP projects.
- 3 No changes made for potential FTZ or administration building (\$1M contingency kept)

## Organizational Chart



Note: Airport Rescue Fire Fighting (ARFF) is comprised of 14 members of the 31 member Authority staff  
There are an additional four (4) interns dispersed throughout the departments

Grand Junction Regional Airport Authority  
Statements of Changes in Net Position

	2017 Actual	2018 Budget	2018 Forecast	2019 Budget	Budget Variance		Forecast Variance	
Operating revenue								
Aeronautical revenue								
Passenger airline revenue								
1 Passenger airline landing fees	528,794	519,400	530,011	528,800	9,400	2%	(1,211)	0%
2 Terminal rent	1,185,355	1,182,000	1,181,844	1,181,900	(100)	0%	56	0%
3 Other (boarding bridge; deicing)	102,575	100,000	102,952	112,900	12,900	13%	9,948	10%
4 Total passenger airline revenue	1,816,724	1,801,400	1,814,807	1,823,600	22,200	1%	8,793	0%
Non-passenger airline revenue								
5 Landing fees from cargo	143,955	127,700	151,734	91,900	(35,800)	-28%	(59,834)	-39%
6 Cargo and hangar rentals	51,173	51,600	51,777	53,100	1,500	3%	1,323	3%
7 Aviation fuel tax	179,453	209,700	175,000	175,000	(34,700)	-17%	0	0%
8 Fuel flowage fees	449,834	453,800	467,000	467,000	13,200	3%	0	0%
9 Other (rapid refuel; plane parking)	3,030	1,200	4,320	4,400	3,200	267%	80	2%
10 Total non-passenger airline revenue	827,445	844,000	849,831	791,400	(52,600)	-6%	(58,431)	-7%
11 Total aeronautical revenue	2,644,169	2,645,400	2,664,638	2,615,000	(30,400)	-1%	(49,638)	-2%
Non-aeronautical revenue								
12 Land and building leases	573,411	591,600	594,801	599,600	8,000	1%	4,799	1%
13 Terminal - restaurant & retail	125,229	119,100	128,000	126,000	6,900	6%	(2,000)	-2%
14 Terminal - other	255,550	190,800	204,411	190,300	(500)	0%	(14,111)	-7%
15 Rental cars	995,223	1,003,151	1,016,675	1,018,200	15,049	2%	1,525	0%
16 Parking and ground transportation	1,476,492	1,463,700	1,459,568	1,459,600	(4,100)	0%	32	0%
17 Other (badging; advertising; vending)	68,220	50,400	69,734	69,700	19,300	38%	(34)	0%
18 Total non-aeronautical revenue	3,494,126	3,418,751	3,473,187	3,463,400	44,649	1%	(9,787)	0%
19 Total operating revenue	6,138,295	6,064,151	6,137,825	6,078,400	14,249	0%	(59,425)	-1%

Grand Junction Regional Airport Authority  
Statements of Changes in Net Position

Operating expense	2017 Actual	2018 Budget	2018 Forecast	2019 Budget	Budget Variance		Forecast Variance	
<b>20 Salaries</b>	1,474,279	1,625,398	1,589,738	1,849,300	223,902	14%	259,562	16%
<b>21 Payroll Taxes</b>	517,809	241,934	235,119	264,800	22,866	9%	29,681	13%
<b>22 401(k)</b>	27,018	31,821	33,356	50,200	18,379	58%	16,844	50%
<b>23 Health &amp; Wellness</b>	2,284	4,297	3,870	6,300	2,003	47%	2,430	63%
<b>24 Health Insurance</b>	208,858	287,464	299,228	306,400	18,936	7%	7,172	2%
<b>25 Life Insurance</b>	4,661	5,544	5,265	6,100	556	10%	835	16%
<b>26 Worker Compensation</b>	60,862	64,269	42,193	70,200	5,931	9%	28,007	66%
<b>27 Personnel compensation and benefits</b>	2,295,770	2,260,727	2,208,769	2,554,050	293,323	13%	345,281	16%
<b>28 Phone service</b>	28,320	31,000	32,480	36,200	5,200	17%	3,720	11%
<b>29 Utilities - Electric</b>	202,285	230,980	218,391	230,900	(80)	0%	12,509	6%
<b>30 Utilities - Gas</b>	20,035	35,200	31,882	35,200	0	0%	3,318	10%
<b>31 Utilities - Sewer</b>	5,935	6,876	7,754	7,600	724	11%	(154)	-2%
<b>32 Utilities - Trash</b>	11,539	13,368	14,805	13,800	432	3%	(1,005)	-7%
<b>33 Utilities - Water</b>	24,406	26,652	23,328	25,400	(1,252)	-5%	2,072	9%
<b>34 Communications and utilities</b>	292,520	344,076	328,640	349,100	5,024	1%	20,460	6%
<b>35 Board Meetings</b>	4,477	1,800	2,019	3,600	1,800	100%	1,581	78%
<b>36 Firefighting Supplies</b>	2,960	5,333	2,636	4,500	(833)	-16%	1,864	71%
<b>37 Fuel &amp; Oil</b>	34,062	45,891	44,006	49,600	3,709	8%	5,594	13%
<b>38 Glycol Disposal</b>	8,000	15,000	17,240	21,000	6,000	40%	3,760	22%
<b>39 Materials &amp; Supplies</b>	80,858	101,710	95,787	108,100	6,390	6%	12,313	13%
<b>40 Office Supplies</b>	8,102	1,925	3,846	3,800	1,875	97%	(46)	-1%
<b>41 Postage &amp; Shipping</b>	1,272	2,400	1,675	2,400	0	0%	725	43%
<b>42 Airfield Lighting</b>	8,646	12,590	14,446	11,000	(1,590)	-13%	(3,446)	-24%
<b>43 Snow Removal</b>	16,690	7,550	5,108	5,800	(1,750)	-23%	692	14%
<b>44 Tools &amp; Equipment</b>	21,458	37,350	27,103	56,600	19,250	52%	29,497	109%
<b>45 Uniforms</b>	22,334	20,300	21,840	21,800	1,500	7%	(40)	0%
<b>46 Wildlife Control</b>	397	3,100	2,164	4,100	1,000	32%	1,936	89%
<b>47 Supplies and materials</b>	209,254	254,949	237,870	292,300	37,351	15%	54,430	23%
<b>48 ARFF Physicals</b>	6,326	8,000	8,009	8,000	0	0%	(9)	0%
<b>49 Copier Service</b>	3,696	6,600	6,399	6,600	0	0%	201	3%
<b>50 Personnel Services</b>	55,740	12,795	10,321	10,300	(2,495)	-19%	(21)	0%
<b>51 Professional Services - Audit</b>	39,496	41,000	42,440	50,000	9,000	22%	7,560	18%
<b>52 Professional Services - IT</b>	137,987	147,299	132,492	123,100	(24,199)	-16%	(9,392)	-7%
<b>53 Professional Services - Legal</b>	101,725	156,000	83,041	120,000	(36,000)	-23%	36,959	45%
<b>54 Professional Services - Other</b>	55,773	131,860	139,006	63,100	(68,760)	-52%	(75,906)	-55%
<b>55 Professional Services - Eng &amp; Plan</b>	29,617	40,000	30,000	60,000	20,000	50%	30,000	100%
<b>56 Purchased Services</b>	4,032	6,970	5,784	7,100	130	2%	1,316	23%
<b>57 Marketing</b>	53,165	83,100	78,643	50,000	(33,100)	-40%	(28,643)	-36%
<b>58 Air Service Development</b>	53,512	100,850	94,817	71,500	(29,350)	-29%	(23,317)	-25%
<b>59 Security Guard</b>	157,805	168,000	163,497	180,000	12,000	7%	16,503	10%
<b>60 Contract services</b>	698,874	902,474	794,449	749,700	(152,774)	-17%	(44,749)	-6%
<b>61 Boarding Bridge Maintenance</b>	15,295	35,500	33,007	17,300	(18,200)	-51%	(15,707)	-48%
<b>62 Elevators &amp; Escalators</b>	29,283	31,000	28,058	34,000	3,000	10%	5,942	21%
<b>63 Landscaping</b>	2,832	6,900	6,359	6,900	0	0%	541	9%
<b>64 Pavement Maintenance</b>	73,530	64,400	55,688	45,300	(19,100)	-30%	(10,388)	-19%
<b>65 Repairs &amp; Maintenance</b>	170,510	206,905	202,956	185,800	(21,105)	-10%	(17,156)	-8%
<b>66 Scheduled Replacements</b>	7,178	59,000	59,000	3,600	(55,400)	-94%	(55,400)	-94%
<b>67 Airfield Building Maintenance</b>	54,732	46,160	40,656	37,300	(8,860)	-19%	(3,356)	-8%
<b>68 Repairs &amp; maintenance</b>	353,361	449,865	425,724	330,200	(119,665)	-27%	(95,524)	-22%
<b>Insurance</b>	93,944	92,850	92,871	92,700	(150)	0%	(171)	0%
<b>69 Insurance</b>	93,944	92,850	92,871	92,700	(150)	0%	(171)	0%
<b>70 Contingency</b>	0	38,500	21,500	154,000	115,500	300%	132,500	616%
<b>71 Education &amp; Training</b>	55,549	89,150	96,994	129,600	40,450	45%	32,606	34%
<b>72 Professional Dues</b>	20,543	19,015	21,082	20,700	1,685	9%	(382)	-2%
<b>73 Travel &amp; Meetings</b>	15,499	18,800	19,108	25,000	6,200	33%	5,892	31%
<b>74 Other</b>	28,576	56,500	49,563	28,500	(28,000)	-50%	(21,063)	-42%
<b>75 Other</b>	120,168	221,965	208,247	357,800	135,835	61%	149,553	72%
<b>76 Total operating expense</b>	<b>4,063,890</b>	<b>4,526,906</b>	<b>4,296,570</b>	<b>4,725,850</b>	<b>198,944</b>	<b>4%</b>	<b>429,280</b>	<b>10%</b>
<b>77 Operating gain</b>	<b>2,074,405</b>	<b>1,537,245</b>	<b>1,841,255</b>	<b>1,352,550</b>	<b>(184,695)</b>	<b>-12%</b>	<b>(488,705)</b>	<b>-27%</b>

Grand Junction Regional Airport Authority  
Statements of Changes in Net Position

	2017 Actual	2018 Budget	2018 Forecast	2019 Budget	Budget Variance		Forecast Variance	
<b>Non-operating revenue (expense)</b>								
<b>78</b> Passenger facility charges	901,543	900,100	894,200	894,200	(5,900)	-1%	0	0%
<b>79</b> Interest income	187,301	39,000	90,419	62,400	23,400	60%	(28,019)	-31%
<b>80</b> Interest expense	(1,318,486)	(841,744)	(841,723)	(812,200)	29,544	-4%	29,523	-4%
<b>81</b> Customer facility charges	719,971	722,300	716,200	716,200	(6,100)	-1%	0	0%
<b>82</b> Capital contributions	5,201,808	12,019,132	8,063,499	18,463,800	6,444,668	54%	10,400,301	129%
<b>83</b> Capital expenditure	(2,996,143)	(23,810,421)	(20,274,609)	(24,571,200)	(760,779)	3%	(4,296,591)	21%
<b>84</b> Debt principal payments	(1,298,096)	(1,129,158)	(1,129,158)	(924,700)	204,458	-18%	204,458	-18%
<b>85</b> Other	(150,410)	0	0	0				
<b>Total non-operating revenue (expense)</b>	<b>1,247,488</b>	<b>(12,100,791)</b>	<b>(12,483,870)</b>	<b>(6,171,500)</b>	<b>5,929,291</b>	<b>-49%</b>	<b>6,312,370</b>	<b>-51%</b>
<b>Excess of revenue over (under) expense</b>	<b>3,321,893</b>	<b>(10,563,546)</b>	<b>(10,642,615)</b>	<b>(4,818,950)</b>	<b>5,744,596</b>	<b>-54%</b>	<b>5,823,665</b>	<b>-55%</b>

## 2019 Budget Line Item Commentary

### Ln # Notes

- 1 Landing fees are adjusted for fewer diversions than 2018, aligning more with 2017
- 3 Increase in boarding bridge revenue is due to expected increase of 81 uses with a third loading bridge
- 5 FedEx landings align with YE May 2017, it was after this they started having a second daily landing they have indicated they do not expect to resume
- 6 Increase for CPI adjustment
- 7 Fuel Tax receipts are based off of 2017 actuals and June 2018 YTD receipts. Note, no fuel tax is collected for military refueling
- 8 There has been an increase in military traffic causing an increase in flowage fee revenue- expected to continue- numbers calculated off of 12 month traffic levels YE June 2018
- 9 Increase is due to West Star doing Hot Fuels, this is contributing to the increased military traffic
- 12 Increase for CPI adjustment
- 13 Concession revenue is based off of revenue per enplanement for 12 months ended June 2018, adjusted for more than normal diversion revenue
- 14 TSA vacated the west portion of the third floor office space in Q2 2018, 2018 budget assumed they would be out by January accounting for the 2018 budget vs forecast variance.
- 15 Increase for CPI adjustment. Rental car fuel expense is included here to offset the revenue earned from rental car fuel sales. This policy will be re-evaluated for the 2020 budget.
- 16 Per enplanement parking revenue was decreasing in recent years due to decrease in length of stay. 2019 budget was conservatively determined using most current per enplanement averages.
- 20 Additional staffing from 2018 budget includes: four interns, a financial analyst, and a part-time receptionist totaling \$121K. Positions budgeted but unfilled in 2018 that are expected to be filled in 2019 include a project/contract coordinator and a business relations specialist to be hired in Q2 (which nets -\$15K). In 2018, two interns were hired that were not included in the 2018 budget; they are included in the four interns budgeted for 2019. \$103K of budget variance is due to difference in actual 2018 salaries vs. budget. Raises of 4% were included for all employees based on anniversary date accounting for about \$15K.
- 21 PERA is included in the payroll taxes line item. The large increase in 2017 was due to the pension liability requirements set forth by GASB 68. This liability varies drastically by year therefore the amount has not been predicted for the 2018 forecast nor the 2019 budget. The implementation of GASB 75 for fiscal year 2018 will create an additional liability item as well. These are all non-cash items.
- 22 Additional \$16.8K budgeted from 2018 for newly vested employees and new elections by previously vested employees
- 24 Health insurance is budgeted based off of employee elections; vacant positions are budgeted as a family election. There is an assumption of a 17% increase in cost for Sep-Dec 2019 as that is when the plan starts over.
- 26 GJRAA received a dividend of \$5,155 in addition to a credit from the annual audit. 2019 budget is based on historical average plus extra for new staff.
- 29 Electricity costs are held flat with 2018 budget due to increased construction, this will be slightly offset by the solar subscription.
- 32 2018 forecasted Trash utilities includes an extra payment in January that is not expected in 2019
- 35 Board meeting expense increased for the additional monthly workshop
- 37 Budgeted increase in fuel costs
- 38 Glycol disposal is highly dependent upon airline employee use and snow/weather. Budget reflects average of 2 disposals.
- 42 Contingency items were moved to the airport-wide risk list, budgeted for in airport-wide contingency
- 43 Contingency items were moved to the airport-wide risk list, budgeted for in airport-wide contingency
- 44 Includes the purchase/upgrade of 4 computers-\$11K, about 8 security cameras-\$8K, Ops Toughbook and truck lights-\$10K, ARFF 2 truck tools-\$5K

## 2019 Budget Line Item Commentary

### Ln # Notes

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- 46 Includes a new rifle for wildlife mitigation
- 51 Audit fees increased slightly so that field work could be pushed back from January to March
- 52 2018 included accounting software implementation fees
- 54 2018 included consultants for minimum standards and airline leases
- 55 Engineering & Planning increased to support the increase in capital projects and planning in 2019
- 57 Marketing budget was adjusted based on airport affordability & strategy
- 58 Air service development reflects reduction in use of air service development consultant
- 59 There is a 3% escalation clause in the security agreement, and an additional 3 hours a day are budgeted due to flight schedules. These costs are fully recovered from the airlines
- 61 Fewer parts are expected to need replaced in 2019, however maintenance of an additional bridge has been added as a slight offset
- 62 Budgeted according to the needs of the equipment we currently have as there is no expected time of replacement, this is expected to decrease if escalator replacement occurs
- 64 2018 contained a large rental car maintenance project
- 65 \$10K in contingency here was moved to airport-wide risk list, 2018 contained LED light replacement as well as painting of boarding bridges
- 66 TSA carpet was replaced in 2018 per their contract, 2019 has 4 vacuum replacements- \$3,600
- 69 Insurance assumes 5% increase at its renewal in June
- 70 Contingency is budgeted at 50% of the airport-wide risk list-See attachment
- 71 Additional ARFF Training as well as \$10K for board member training
- 73 Additional Denver trips due to projects and board member/director meetings
- 74 \$30K of contingency was moved to the airport-wide risk list
- 79 Bond interested earned \$10K a month. \$4K a month has been budgeted for 2019 in the expectation of bond money being spent in Q4 2018 and in 2019.
- 82 AIP projects are reimbursed by the FAA at 90% and by CDOT up to \$250K for 2019. Capital contributions are budgeted to be received at a 3 month lag on AIP projects
- 83 Capital expenditures includes \$17M of AIP and \$7.6M of Non-AIP projects.
- 84 Debt principal payments include the pay off of the SIB loan June 1, 2019. It also includes the \$695K bond payment in December

## Entity-Wide Risk List

<b>Risk Item</b>	<b>Amount</b>
Elevator compliance repair	4,000
Door/component failures	1,000
Control board replacements	2,000
HVAC contingency	20,000
Switch replacement	3,000
Administration Contingency	35,000
Business development contingency	10,000
Runway Rubber removal	20,000
Runway Painting	20,000
Electrical( Sign (TWY/RWY) circuit boards	100,000
Additional security hours	10,000
Security Access System Failures	10,000
Operations contingency	10,000
Fleet/SRE/ARFF breakdown	50,000
Tools and Equipment	3,000
Snow Contingency	10,000
	<hr/> 308,000
	50%
	<hr/> <b>154,000</b>



	Total Project Cost	2019	2020	2021	2022	2023-2031	Total
<b>NON-AIP Projects</b>							
<b>Administration</b>							
Office Renovation	533,000	266,410					266,410 <sup>1</sup>
Replace Wireless Controller		6,500					6,500 <sup>2</sup>
Add Additional WiFi Access Points		5,000					5,000 <sup>3</sup>
<b>Terminal</b>							
Tunnel & jet bridge	1,560,000	390,000					390,000 <sup>4</sup>
Terminal building rehabilitation	5,450,000	5,450,000					5,450,000 <sup>5</sup>
Administration building		1,000,000					1,000,000
Baggage System Improvements		80,000					80,000 <sup>6</sup>
Ride on Floor Care Machine		25,000					25,000
Paint Terminal Stucco		20,000					20,000
Replace Rear Checkpoint Gate		15,000					15,000
Upgrade PLC's In 2 Dew Passenger Loading Bridges		24,000					24,000 <sup>7</sup>
Install Walk-Off Carpet In EE1 Hallway		6,000					6,000
<b>Grounds &amp; Roads</b>							
Sidewalk & Crosswalk From Parking Lot To WF Dr.		3,500					3,500
Sidewalk & Crosswalk on Falcon Way		4,700					4,700
Fog seal phase 4		45,000					45,000
Landscape/erosion control Part of Employee Parking Lot		7,500					7,500
Phase 1 Wayfinding		20,000					20,000
<b>Other Facilities</b>							
Replace roof membrane - original ARFF building		60,000					60,000
ATCT fire notification system		50,000					50,000 <sup>8</sup>
SRE / ARFF LED Upgrade		5,000					5,000
ATCT Window Replacement (3 Cab Windows)		20,000					20,000
Pavement-Airfield		22,000					22,000
Radio Replacement Phase I		30,000					30,000
<b>Fleet</b>							
Surplus equipment auction		50,000					50,000 <sup>9</sup>
New Vehicles		30,000					30,000
<b>Operations</b>							
Rehabilitate runway 4/22				2,000,000			2,000,000 <sup>10</sup>
<b>Contingency for future unidentified projects</b>							
			400,000	400,000	400,000	3,600,000	4,800,000
<b>Subtotal Non-AIP Projects</b>		<b>7,635,610</b>	<b>400,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>3,600,000</b>	<b>14,435,610<sup>11</sup></b>

**Footnotes:**

<sup>1</sup> Half of full cost to mitigate risk of last invoices or construction delays

<sup>2</sup> Recommended by Sequent due to aging equipment

<sup>3</sup> Upgraded what we had and added two in 2018, this will add eight more and improve WiFi coverage

<sup>4</sup> 1/5 of PLB budget of 1.3M- Extra month from cash flow budgeted for

<sup>5</sup> \$6.2M total costs = \$5.1M base budget, 6% owner contingency, 8% design fees, plus \$400K design and procurement fees already paid. Base includes escalator replacement, life safety, roof replacement, HVAC and system upgrades, lighting, and generator. PA upgrade (Sequent design and GC), Terminal flooring and furniture- Extra month from cash flow budgeted for

<sup>6</sup> 40K for baggage claim induction

<sup>7</sup> PLC- programmable logic controllers

<sup>8</sup> This is scheduled to be completed in 2018 but could be delayed, thus, to mitigate risk it is included in 2019

<sup>9</sup> The 2018 surplus auction yielded no equipment of use to the Airport, as such, approximately \$25K of the 2018 budget will be used to purchase a truck. \$50K has been budgeted for snow equipment and an additional vehicle in the 2019 budget.

<sup>10</sup> Runway 4/22 rehabilitation will need to be done in the future but timing will be driven by need and financial feasibility

<sup>11</sup> 2020 and forward reflects the 2017 Horton model assumptions

		Total Project Cost	2019	2020	2021	2022	2023-2031	Total
<b>AIP Projects</b>		<b>Grant Year</b>						
Runway Design (Phase 1) - AIP 55	2016	492,604	75,000					75,000
Runway Design (Phase 2) - AIP 56	2017	2,105,444	500,000					500,000
East Terminal Apron - AIP 54	2016	2,348,208	2,000,000					2,000,000
RTR Site Work - AIP 57	2018	3,676,000	3,257,575					3,257,575
Realign 27 1/4 Road - AIP 58	2018	2,256,000	1,128,000					1,128,000
Rehab Taxiway A (East and West Ends)- AIP 59	2018	1,700,000	425,000					425,000
New Runway 11/29 - Construction Phase 1		10,000,000	8,750,000	27,777				8,777,777
New Runway 11/29 - Construction Design Only- AIP 61	2018	1,000,000	800,000					800,000
Rehab West Commercial Apron				8,777,778				8,777,778
Current Runway 11/29 - Rehabilitate/Overlay Failed Portions/Seal Coat/Restripe					4,333,333			4,333,333
Rehab Taxiway A (Commercial Apron Section)					2,777,778			2,777,778
Rehab Taxiway A (BLM to Twin Otter)					2,300,000			2,300,000
New Runway 11/29 - Earthwork for Runway 11/29 & all Taxiways (Phase 2)						8,300,000		8,300,000
New Runway 11/29 - Earthwork for Runway 11/29 & all Taxiways (Phase 3)							4,150,000	4,150,000
New Runway 11/29 - Storm Infrastructure & Taxiway's Subgrade, Base, & Underdrains							9,600,000	9,600,000
New Runway 11/29 - Runway Subgrade, Base, Underdrain & Electrical Duct							11,500,000	11,500,000
Rehab Taxiway C (TW A to TW C1A)							1,900,000	1,900,000
New Runway 11/29 - Asphalt Pavements at Taxiways (Bottom Lifts)							7,250,000	7,250,000
New Runway 11/29 - Asphalt Pavements on Runway (Bottom Lifts)							9,800,000	9,800,000
New Runway 11/29 - Asphalt Pavements on Runway & Taxiways (Top Lifts)							10,400,000	10,400,000
New Runway 11/29 - Grooving, Pavement Markings, Electrical							3,000,000	3,000,000
NAVAID's for New Runway - Design & Construction (Reimbursable Agreement)							2,250,000	2,250,000
Rehab Taxiway A (Remaining Sections)							5,100,000	5,100,000
Runway 11/29 to TW "A" Conversion & Reconstruction							29,000,000	29,000,000
<b>Subtotal AIP Projects</b>			<b>16,935,575</b>	<b>8,805,555</b>	<b>9,411,111</b>	<b>8,300,000</b>	<b>93,950,000</b>	<b>137,402,241</b>
<b>Funding Source</b>								
Federal portion			15,242,018	7,925,000	8,470,000	7,470,000	84,555,000	123,662,017
State portion			250,000	250,000	250,000	250,000	2,250,000	3,250,000
GJ Airport portion			1,443,558	630,556	691,111	580,000	7,145,000	10,490,224
<b>TOTAL PROJECT COST</b>			<b>24,571,185</b>	<b>9,205,555</b>	<b>11,811,111</b>	<b>8,700,000</b>	<b>97,550,000</b>	<b>151,837,851</b>

Grand Junction Regional Airport - Grand Junction, Colorado  
**Capital Project Funding Breakdown**  
2018 - 2019

Project	GJRA	State	Federal		Total Costs	GJRA Funding Source		
			Discretionary	Entitlement		Cash	PFC	Bonds
Runway Design (Phase 1) - AIP 55	24,630	24,630	-	443,343	492,604			24,630
Runway Design (Phase 2) - AIP 56	105,272	105,272	-	1,894,900	2,105,444			105,272
East Terminal Apron - AIP 54	172,321	62,500	-	2,113,387	2,348,208	172,321		
RTR Site Work - AIP 57	376,000	75,000	3,225,000		3,676,000			376,000
RTR Reimbursable - AIP 60	67,000	-		603,000	670,000			67,000
Realign 27 1/4 Road - AIP 58	150,600	75,000	130,400	1,900,000	2,256,000			150,600
Rehab Taxiway A (East and West Ends) - AIP 59	170,000		1,530,000	-	1,700,000	170,000		
Office Renovation	533,000							533,000
Tunnel & jet bridge	1,560,000						1,560,000	
Terminal building rehabilitation	5,450,000							5,450,000
<b>2018 total</b>	<b>8,608,823</b>	<b>342,402</b>	<b>4,885,400</b>	<b>6,954,630</b>	<b>13,248,255</b>	<b>342,321</b>	<b>1,560,000</b>	<b>6,706,502</b>
New Runway 11/29 - Construction Phase 1	752,778	125,000	5,999,999	1,900,000	8,777,777			752,778
Construct New Rwy 11/9 Design only - AIP 61	100,000		900,000	-	1,000,000			100,000
Administration building	1,000,000					1,000,000		
Baggage System Improvements	80,000							80,000
Other Non-AIP Projects	1,449,200					1,449,200		
<b>2019 total</b>	<b>3,381,978</b>	<b>125,000</b>	<b>6,899,999</b>	<b>1,900,000</b>	<b>9,777,777</b>	<b>2,449,200</b>	<b>-</b>	<b>932,778</b>
						2,791,521	1,560,000	7,639,280

**Projected Cash Balances**

	<b><u>12/31/2018</u></b>	<b><u>12/31/2019</u></b>
Unrestricted	2,010,002	525,052
PFC	1,177,150	2,071,350
CFC	774,435	1,207,635
Bonds	7,320,091	875,398
Total	11,281,678	4,679,435

Grand Junction Regional Airport - Grand Junction, Colorado  
AIP Funding Breakdown  
2018 - 2031

Project	Grant Year	GJRA	State	Federal		Total Costs
				Discretionary	Entitlement	
Runway Design (Phase 1) - AIP 55 <sup>1</sup>	2016	24,630	24,630	-	443,343	492,604
Runway Design (Phase 2) - AIP 56 <sup>2</sup>	2017	105,272	105,272	-	1,894,900	2,105,444
East Terminal Apron - AIP 54 <sup>3</sup>	2016	172,321	62,500	-	2,113,387	2,348,208
RTR Site Work - AIP 57 <sup>4</sup>	2018	376,000	75,000	3,225,000		3,676,000
RTR Reimbursable - AIP 60	2018	67,000	-		603,000	670,000
Realign 27 1/4 Road - AIP 58	2018	150,600	75,000	130,400	1,900,000	2,256,000
Rehab Taxiway A (East and West Ends) - AIP 59	2018	170,000		1,530,000	-	1,700,000
2018 total		1,065,823	342,402	4,885,400	6,954,630	13,248,255
New Runway 11/29 - Construction Phase 1		752,778	125,000	5,999,999	1,900,000	8,777,777
Construct New Rwy 11/9 Design only - AIP 61 <sup>5</sup>	2018	100,000		900,000	-	1,000,000
2019 total		852,778	125,000	6,899,999	1,900,000	9,777,777
Rehab West Commercial Apron		627,778	250,000	6,000,000	1,900,000	8,777,778
2020 total		627,778	250,000	6,000,000	1,900,000	8,777,778
Current Runway 11/29 - Rehabilitate/Overlay Failed Portions/Seal Coat/Restripe		370,833	62,500	2,000,000	1,900,000	4,333,333
Rehab Taxiway A (Commercial Apron Section)		215,278	62,500	2,500,000	-	2,777,778
Rehab Taxiway A (BLM to Twin Otter)		167,500	62,500	2,070,000		2,300,000
2021 total		753,611	187,500	6,570,000	1,900,000	9,411,111
New Runway 11/29 - Earthwork for Runway 11/29 & all Taxiways (Phase 2)		580,000	250,000	5,570,000	1,900,000	8,300,000
2022 total		580,000	250,000	5,570,000	1,900,000	8,300,000
New Runway 11/29 - Earthwork for Runway 11/29 & all Taxiways (Phase 3)		207,500	207,500	1,835,000	1,900,000	4,150,000
New Runway 11/29 - Storm Infrastructure & Taxiway's Subgrade, Base, & Underdrains		917,500	42,500	8,640,000		9,600,000
2023 total		1,125,000	250,000	10,475,000	1,900,000	13,750,000
New Runway 11/29 - Runway Subgrade, Base, Underdrain & Electrical Duct		900,000	250,000	8,450,000	1,900,000	11,500,000
Rehab Taxiway C (TW A to TW C1A)		190,000	-	1,710,000	-	1,900,000
2024 total		1,090,000	250,000	10,160,000	1,900,000	13,400,000
New Runway 11/29 - Asphalt Pavements at Taxiways (Bottom Lifts)		475,000	250,000	4,625,000	1,900,000	7,250,000
2025 total		475,000	250,000	4,625,000	1,900,000	7,250,000
New Runway 11/29 - Asphalt Pavements on Runway (Bottom Lifts)		730,000	250,000	6,920,000	1,900,000	9,800,000
2026 total		730,000	250,000	6,920,000	1,900,000	9,800,000
New Runway 11/29 - Asphalt Pavements on Runway & Taxiways (Top Lifts)		790,000	250,000	7,460,000	1,900,000	10,400,000
2027 total		790,000	250,000	7,460,000	1,900,000	10,400,000
New Runway 11/29 - Grooving, Pavement Markings, Electrical		150,000	150,000	800,000	1,900,000	3,000,000
NAVAID's for New Runway - Design & Construction (Reimbursable Agreement)		125,000	100,000	2,025,000		2,250,000
Rehab Taxiway A (Remaining Sections)		510,000		4,590,000	-	5,100,000
2028 total		785,000	250,000	7,415,000	1,900,000	10,350,000
Runway 11/29 to TW "A" Conversion & Reconstruction (Phase 1 of 3)		720,000	250,000	6,830,000	1,900,000	9,700,000
2029 total		720,000	250,000	6,830,000	1,900,000	9,700,000
Runway 11/29 to TW "A" Conversion & Reconstruction (Phase 2 of 3)		720,000	250,000	6,830,000	1,900,000	9,700,000
2030 total		720,000	250,000	6,830,000	1,900,000	9,700,000
Runway 11/29 to TW "A" Conversion & Reconstruction (Phase 3 of 3)		710,000	250,000	6,740,000	1,900,000	9,600,000
2031 total		710,000	250,000	6,740,000	1,900,000	9,600,000
Total		11,024,990	3,404,902	97,380,399	31,654,630	143,464,921

**Footnotes:**

1

80% complete in 2017, 20% rolled in 2018

2

Grant approved in 2017, no work until 2018-100% rolled into 2018

3

50% complete in 2017, 50% rolled into 2018

4

Over Original budget of 3.58M

5

Grant was approved in 2018

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

	Year to Date					Month Ending				
	08/31/2018	08/31/2018	08/31/2017	08/31/2018	08/31/2018	08/31/2018	08/31/2018	08/31/2017	08/31/2018	08/31/2018
<b>Operating revenue</b>										
Aeronautical revenue										
Passenger airline revenue										
Passenger airline landing fees	336,700	371,764	361,682	35,064	10.41 %	45,200	48,076	46,911	2,876	6.36 %
Terminal rent	788,000	787,896	791,407	(104)	(0.01) %	98,500	98,487	95,019	(13)	(0.01) %
Other (boarding bridge)	68,900	83,862	71,181	14,962	21.71 %	9,200	9,479	8,496	279	3.02 %
Total Passenger airline revenue	1,193,600	1,243,522	1,224,270	49,922	4.18 %	152,900	156,042	150,426	3,142	2.05 %
Non-passenger airline revenue										
Non-passenger landing fees	92,100	142,825	93,864	50,725	55.07 %	11,100	29,818	12,801	18,718	168.62 %
Cargo and hangar rentals	34,400	34,723	34,025	323	0.93 %	4,300	4,372	4,287	72	1.68 %
Fuel tax & flowage fees	448,000	497,956	423,597	49,956	11.15 %	69,200	92,889	46,459	23,689	34.23 %
Other (ramp parking, rapid refuel)	800	3,330	1,080	2,530	316.25 %	100	780	240	680	680.00 %
Total Non-passenger airline revenue	575,300	678,834	552,566	103,534	17.99 %	84,700	127,859	63,787	43,159	50.95 %
Total Aeronautical revenue	1,768,900	1,922,356	1,776,836	153,456	8.67 %	237,600	283,901	214,213	46,301	19.48 %
Non-aeronautical revenue										
Land and building leases	379,881	397,517	385,873	17,636	4.64 %	46,100	49,516	47,027	3,416	7.41 %
Terminal - restaurant & retail	82,300	89,478	82,564	7,178	8.72 %	10,700	13,635	11,015	2,935	27.43 %
Terminal - other	127,200	139,094	170,367	11,894	9.35 %	15,900	15,041	21,296	(859)	(5.40) %
Rental cars	810,500	831,626	783,749	21,126	2.60 %	101,300	145,654	125,337	44,354	43.78 %
Parking and ground transportation	930,700	898,820	934,709	(31,880)	(3.42) %	110,800	108,878	110,295	(1,922)	(1.73) %
Other (security fee, overtime fee, etc)	33,600	38,471	49,842	4,871	14.49 %	4,200	5,843	10,466	1,643	39.12 %
Total Non-aeronautical revenue	2,364,181	2,395,006	2,407,104	30,825	1.30 %	289,000	338,567	325,436	49,567	17.15 %
Total Operating revenues	4,133,081	4,317,362	4,183,940	184,281	4.45 %	526,600	622,468	539,649	95,868	18.20 %

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

	Year to Date					Month Ending				
	08/31/2018	08/31/2018	08/31/2017	08/31/2018	08/31/2018	08/31/2018	08/31/2018	08/31/2017	08/31/2018	08/31/2018
	Budget	Actual	actual	Budget Diff	Budget % Var	Budget	Actual	actual	Budget Diff	Budget % Var
<b>Operating expenses</b>										
Personnel compensation and benefits	1,476,291	1,382,039	1,318,707	(94,251)	(6.38) %	176,910	155,594	143,287	(21,316)	(12.04) %
Communications and utilities	218,949	199,685	198,925	(19,265)	(8.79) %	28,173	25,197	24,671	(2,976)	(10.56) %
Supplies and materials	388,452	284,432	276,479	(104,020)	(26.77) %	31,294	32,589	28,863	1,295	4.13 %
Contract services	551,896	394,367	366,248	(157,529)	(28.54) %	43,667	39,086	39,436	(4,581)	(10.49) %
Repairs & maintenance	289,620	197,377	158,716	(92,243)	(31.84) %	22,215	57,338	23,511	35,123	158.10 %
Insurance	62,630	62,647	61,970	18	0.02 %	7,555	7,552	7,994	(2)	(0.03) %
Other (travel, marketing, air service, etc)	241,715	162,061	156,701	(79,655)	(32.95) %	25,545	16,185	12,098	(9,361)	(36.64) %
Total Operating expenses	3,229,553	2,682,608	2,537,746	(546,945)	(16.93) %	335,359	333,541	279,860	(1,818)	(0.54) %
Net Operating income (loss)	903,528	1,634,754	1,646,194	731,226	80.93 %	191,241	288,927	259,789	97,686	51.08 %
<b>Non-operating revenue (expenses)</b>										
Passenger facility charges	593,100	591,027	583,604	(2,073)	(0.34) %	76,100	67,521	76,693	(8,579)	(11.27) %
Interest income	35,000	118,476	104,297	83,476	238.50 %	1,000	17,956	9,698	16,956	1,695.57 %
Interest expense	(562,770)	(562,749)	(906,981)	21	0.00 %	(70,109)	(70,110)	(74,215)	(1)	0.00 %
Customer facility charges	447,400	442,184	444,943	(5,216)	(1.16) %	73,300	70,748	70,900	(2,552)	(3.48) %
Capital contributions	10,315,393	1,107,422	1,074,587	(9,207,971)	(89.26) %	1,450,020	0	143,890	(1,450,020)	(100.00) %
Capital expenditures	(21,270,047)	(2,798,716)	(1,206,767)	18,471,331	(86.84) %	(1,661,133)	(705,799)	(184,695)	955,334	(57.51) %
Debt principal payments	(222,928)	(222,930)	(325,712)	(2)	0.00 %	0	0	(109,328)	0	0.00 %
Other (Legal Settlement)	0	0	(151,910)	0	0.00 %	0	0	(108,616)	0	0.00 %
Total Non-operating revenue (expenses)	(10,664,852)	(1,255,177)	(383,939)	9,409,675	(88.23) %	(130,822)	(549,574)	(175,673)	(418,752)	320.09 %
<b>Excess of revenue over (under) expense</b>	<b>(9,761,324)</b>	<b>379,577</b>	<b>1,262,255</b>	<b>10,140,901</b>	<b>(103.88) %</b>	<b>60,419</b>	<b>(260,647)</b>	<b>84,116</b>	<b>(321,066)</b>	<b>(531.39) %</b>

## **Variance Explanations**

The financial report discussion will explore variances of current year versus budget greater than \$10,000 and 10%.

### ***Revenues:***

**Passenger airline landing fees** – August 2018 YTD had 148 more diversions than August 2017 YTD.

**Other (boarding bridge)** – Higher than average boarding bridge usage and overtime fees are the drivers behind the YTD variance. The boarding bridge increase is driven by increased deplaning diversion traffic. Any flights that cause the terminal to stay open past midnight are charged overtime. Overtime fees have increased largely due to a schedule change that had an American flight coming in after midnight several times a week through the month of August.

**Non-passenger landing fees** – BLM had 361 landings in August 2018 as opposed to 18 in August 2017 accounting for an additional \$21K. This was offset by FedEx returning to one flight a day in 2018 as opposed to two a day in 2017.

**Fuel Tax & Flowage fees** – Fuel flowage increase is due to 157K gallons more of fuel pumped in August 2018 than August 2017. 113K of these gallons are due to military and government only and account for an additional \$22K.

**Rental Cars** – Due to standard report timing, August revenue reflects July activity. Rental days were relatively flat compared to 2017, however average revenue per rental day was up by more than \$3.

**Interest income** – Interest income remains over budget, because the budget anticipated \$9M would be spent on the terminal projects this year, beginning in the second quarter. We expect to start making bond draws in Q4 2018. Additionally, the scope changes for the terminal projects are expected to reduce the cost by about \$4M. As a result, interest income is anticipated to remain well above budget for the remainder of the year.

**Capital contributions** – In August 2018, \$1.6M of AIP work, detailed in the capital expenditure variance explanation, was budgeted to have been done/paid. This variance due to the timing of the work being completed and reimbursement from the FAA. 90% (\$1.4M) of this work is FAA reimbursable.

### ***Expenses:***

**Personnel compensation and benefits** – Budget to actual variance is due to vacant Finance Director and Business relations positions.

**Supplies and Materials** – Per their lease, \$59K was budgeted to replace TSA's carpet. This replacement has been pushed back to Q4 2018. Additionally, all \$25K of fleet tools and supplies were budgeted in January; \$5.5K has been spent year-to-date.

**Contract services** – Contract services continues to come in under budget, and our forecast indicates that will continue for the year. The main driver for the YTD variance is the amortization of two of our more expensive software subscriptions that were budgeted to be fully expensed in January. The main drivers for the lower forecast for the year are lower legal fees and \$18K budgeted for the Dynetics ground radar systems that is no longer planned to be spent.

**Repairs & Maintenance** – This account is under budget YTD primarily due to expenses budgeted in the first half of the year but expected to be spent in the second half. The \$42K of the August variance is due to the runway rubber removal that was budgeted in December. The YTD budget includes \$20K contingency in various departments and \$20K in boarding bridge parts that is going through the bidding process.

**Other expenses** – Marketing expenses that were budgeted for the first portion of the year are planned to be spent in Q4. This is also where additional budget contingency (\$34K) is held. This account is forecasted to come in at least \$50K under budget.

**Capital expenditures** – August's AIP projects were originally budgeted as follows: \$1M on 27 1/4 Rd realignment, \$343K on taxiway A, and \$268K on the RTR Site. Non-AIP monies budgeted for August consist of \$50K for the surplus equipment auction, \$30K of this money is intended to be used for another vehicle instead. The majority of these projects were re-forecasted for later in the year, all are still expected to be done this year.