

**Grand Junction Regional Airport Authority**



**Date: October 15, 2024**

**Location:**

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

**or**

Electronic Meeting

Link: <https://us02web.zoom.us/j/85054571121?pwd=Rmd2ZUpBVS81UU56ZGZyRW5Yb3lNZz09>

Time: 11:30 AM

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**REGULAR MEETING AGENDA**

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

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

- VI. Public Hearing (C.R.S. §29-1-108(1))**
  - A. [GJRAA 2024 Budget Amendment](#) 3
  - B. [GJRAA 2025 Budget](#) 10

- VII. Consent Agenda**

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**October 15, 2024**

- A. [September 17, 2024 Meeting Minutes](#) 1
  - Approve the September 17, 2024 Board Meeting Minutes.
- B. [Plante Moran Audit Engagement Letter for 2024 Audits](#) 2
  - Approve the audit engagement letter with Plante Moran for the 2024 audits.

**VIII. Action**

- A. [Resolution No. 2024-05: Resolution to Amend Budget](#) 3
  - Adopt Resolution No. 2024-05: Resolution of the Board of Commissioners to Amend 2024 Budget.
- B. [Resolution No. 2024-04: Resolution Regarding Asset Disposal](#) 4
  - Adopt Resolution No. 2024-04: Resolution of the Board of Commissioners Regarding Asset Disposal.
- C. [Mead & Hunt Task Order No. 16 –Pavement Subbase Construction Administration](#) 5
  - Approve Mead & Hunt Task Order No. 16-1, 16-2 and 16-3 for the total amount of \$5,167,364.00 to perform preconstruction services and construction administration for the Pavement Subbase Schedules 1 and 2 construction and authorize the Executive Director to sign the Task Orders.
- D. [Garver Task Order No. 16 for Pavement Subbase Support](#) 6
  - Approve Garver Task Order 16 No. 16-1, 16-2, and 16-3 for \$1,326,300 to support Pavement Subbase Schedules 1 and 2 construction project and the ongoing runway replacement program and authorize the Executive Director to sign the Task Order.
- E. [Mead & Hunt Task Order No. 17– Fiscal Year 2025 Engineering Services](#) 7
  - Approve Mead & Hunt Task Order No. 17 in the amount of \$382,173.00 to design the FY 2025 Final Drainage City Permitting Package, FAA NAVAID Relocation Design Coordination, and Relocate Primary and Secondary Airport Control and authorize the Executive Director to sign the Task Order.
- F. [Gensler Scope of Work for Branding and Signage and Wayfinding Development](#) 8
  - Approve Gensler Work Authorization No. 009 in the amount of \$155,500 and authorize the Executive Director to sign.
- G. [Transportation Services Agreement with SkyWest](#) 9
  - Approve Transportation Services Agreement with SkyWest Airlines and authorize the Executive Director to sign.

**IX. Staff Reports**

A. Executive Director Report (Angela Padalecki)

B. [Finance and Activity Report \(Jennifer Kroeker\)](#) 11

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

**XI. Adjournment**

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***October 15, 2024***




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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
 Meeting Minutes  
 September 17, 2024

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**REGULAR BOARD MEETING**

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**I. Call to Order**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 11:30 AM on September 17, 2024, in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted in the 3<sup>rd</sup> floor conference room as well as electronically.

<p><b><u>Commissioners Present:</u></b>          Tom Benton (Chairman)          Linde Marshall (Vice Chair)          Chris West          Lee Kleinman          Cody Kennedy          Cody Davis          Thaddeus Shrader</p> <p><b><u>Airport Staff:</u></b>          Angela Padalecki (Executive Director)          Dan Reimer (Counsel)          Dylan Heberlein          Kristina Warren          Ben Peck          Cameron Reece (Clerk)          Travis Portenier          Preston Toborg          Tyler McClymond          Brandon Mittan          Curtis Hainer          Ross Smith</p>	<p><b><u>Guests:</u></b>          Jeremy Lee, Mead and Hunt          Rebekah Wagoner, Gensler          Dan Meyer, Finance and Audit Committee          Ryan Springer, Sequent</p>
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**II. Pledge of Allegiance**

**III. Approval of Agenda**

*Commissioner Shrader made a motion to approve the September 17, 2024, Board Agenda. Commissioner Kennedy seconded the motion. Voice Vote: All Ayes; motion carries.*

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

*Commissioner Davis commented to update the Board on the effort the County is working with Eagle and Pitkin counties with the Sustainable Aviation Fuel project.*

*Commissioner Kennedy commented on the community discussing Delta Airlines and commented that he thinks that people are paying attention and care about the airport and recognize the good work that the airport is doing.*

*Commissioner Benton commented on a possible event on October 3<sup>rd</sup> with COLOTrust that the board is available to attend if available. Commissioner Benton suggested that Executive Director, Angela Padalecki will send out notifications to commissioners.*

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

*No Citizen Comments were made.*

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

##### **A. August 20, 2024, Meeting Minutes**

Approve the August 20, 2024 Board Meeting Minutes.

##### **B. September 10, 2024, Meeting Minutes**

Approve the September 10, 2024 Special Board Meeting Minutes.

##### **C. First Amendment to IT Services Agreement**

Approve the First Amendment to the IT Services Agreement with Sequent Information Systems and authorize the Executive Director to sign the amendment.

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

#### **VII. Action**

##### **A. Revised Grading and Drainage Earthwork Construction AIP Grant Application**

Approve amendment to AIP Grant Application for Construction of the Runway Grading and Drainage Earthwork.

*Commissioner Marshall made a motion to Approve amendment to AIP Grant Application for Construction of the Runway Grading and Drainage Earthwork. Commissioner Kennedy seconded the motion. Voice Vote: All Ayes; motion carries.*

**VIII. Staff Reports**

- A. Executive Director Report (Angela Padalecki)
- B. Finance and Activity Report (Jennifer Kroeker)
- ~~C. Capital Improvement Plan Update (Colin Bible)~~
- D. Operations Report (Dylan Heberlein)

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

**X. Adjournment**

The meeting adjourned at approximately 12:40pm

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

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Tom Benton, Board Chairman

**ATTEST:**

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Cameron Reece, Clerk to the Board

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

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TOPIC:	Plante Moran Audit Engagement Letter for 2024 Audits		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve the audit engagement letter with Plante Moran for the 2024 audits.		
SUMMARY:	<p>The scope of the audit is now substantially larger than previous years due to the heightened complexity and new Grand Junction Regional Airport Authority finance staff. Our audit service period was previously extended from 5 to 7 years, GJRAA must sign an engagement letter for each audit year and is not contractually obligated beyond that year.</p> <p>Plante Moran estimates their fee for this engagement will be \$66,908, plus all reasonable and necessary travel and out-of-pocket costs incurred. This fee is based on an estimated 389 hours at an hourly rate of \$172 per hour.</p> <p>Staff reviewed the terms and conditions of the engagement letter and recommends approval.</p>		
REVIEWED BY:	Executive Director, Legal Counsel, Dan Reimer		
FISCAL IMPACT:	<b>\$66,908</b> – 2025 Contract Services Expense		
ATTACHMENTS:	2024 Engagement Letter		
STAFF CONTACT:	Jennifer Kroeker <a href="mailto:jkroeker@gairport.com">jkroeker@gairport.com</a> (970) 248-8581		

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October 4, 2024

Chris West, Audit Committee  
Angela Padalecki, Executive Director  
Grand Junction Regional Airport Authority  
800 Eagle Drive  
Grand Junction, CO 81506

Dear Chris and Angela:

Thank you for selecting Plante & Moran, PLLC ("PM") to assist you. We are sending this letter and the accompanying Professional Services Agreement, the terms of which are incorporated into this engagement letter, to confirm the nature, limitations, and terms of the services we will provide to Grand Junction Regional Airport Authority ("Client").

### Scope of Services

We will audit Client's financial statements and federal awards as of and for the year ended December 31, 2024 during the year ended December 31, 2024. In addition, the supplemental information accompanying the financial statements, consisting of the Schedule of Expenditures of Federal Awards ("SEFA") and the Schedule of Passenger Facility Charge Collections and Expenditures (PFC schedule), will be subjected to the auditing procedures applied in our audit of the financial statements. We will provide an in-relation to opinion on the SEFA and the PFC Schedule. In connection with our audit engagement, we will audit Client's compliance with the types of compliance requirements described in the Passenger Facility Charge Audit Guide for Public Agencies, issued by the Federal Aviation Administration (the "Guide") as of and for the year ended December 31, 2024.

We will assist you in drafting your financial statements, SEFA and Data Collection Form ("DCF"), other supplementary information and related notes. This assistance is considered a non-audit service; you agree to the contemporaneous provision of these audit and non-audit services.

At the conclusion of the engagement, we will upload the reporting package (including financial statements, SEFA, summary schedule of prior audit findings, auditor's reports, and corrective action plan), complete the appropriate sections of the DCF that summarize our audit findings, and coordinate with you our electronic certification. It is Client's responsibility to timely review, approve and electronically submit the DCF (including the reporting package) to the Federal Audit Clearinghouse.

Lisa Meacham is the engagement partner for the services specified in this letter and is responsible for supervising PM's services performed as part of this engagement.

If you determine that you need additional services, including accounting, consulting, or tax assistance, PM may be available to provide them under the terms of separate engagement letters and for additional fees.



### Timing of Services

We expect to begin fieldwork for this engagement in April and that our report will be issued in July.

### Fees and Payment Terms

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that PM staff expend at our current hourly rates. We estimate that our fee for this engagement will be \$66,908 , plus all reasonable and necessary travel and out-of-pocket costs incurred. This fee is based on an estimated 389 hours at an hourly rate of \$172 per hour. If there are overages caused by Client readiness delays or errors in testing, they will be billed at this hourly rate. If we have overestimated the hours and we incur less than 389 hours, we will reduce our fee accordingly.

Invoices for other services and out-of-pocket costs will be rendered as services are provided and are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will be added, beginning 30 days after the date of the invoice. Our invoices are generally sent from [plantemoran@myworkday.com](mailto:plantemoran@myworkday.com). Please ensure that the appropriate parties have added [plantemoran@myworkday.com](mailto:plantemoran@myworkday.com) to their safe senders listing to facilitate proper delivery of our invoices. In the event you are unable to accept electronic delivery of our invoices, please notify a member of the engagement team as soon as possible.

Thank you for the opportunity to serve you.

Very truly yours,

**Plante & Moran, PLLC**



Lisa Meacham, CPA  
Partner

**Agreed and Accepted**

**We accept this engagement letter and the accompanying Professional Services Agreement (collectively, "Agreement"), which set forth the entire agreement between Grand Junction Regional Airport Authority and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.**

Grand Junction Regional Airport Authority

\_\_\_\_\_  
Chris West

\_\_\_\_\_  
Date

\_\_\_\_\_  
Audit Committee Chair  
Title

\_\_\_\_\_  
Angela Padalecki

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director  
Title

## **Professional Services Agreement – Audit Services Addendum to Plante & Moran, PLLC Engagement Letter**

The terms of this Professional Services Agreement are incorporated into the accompanying engagement letter, (collectively, the Professional Services Agreement and the accompanying engagement letter are referred to herein as “Agreement”) for audit services dated October 4, 2024 between Plante & Moran, PLLC (referred to herein and in such letter as “PM”) and Grand Junction Regional Airport Authority (referred to as “Client”). Any work performed in connection with the engagement before the date of this letter will also be governed by the terms and conditions of this Agreement.

- 1. Financial Statements** – The financial statements of Client being audited by PM are to be presented in accordance with accounting principles generally accepted in the United States of America (GAAP).

PM has determined, based on representations Client has made to PM, that the applicable independence rules for the services contemplated hereunder are those specified by the American Institute of Public Accountants (AICPA) Code of Professional Conduct as well as those specified by the Government Accountability Office within the Government Auditing Standards. Client represents and warrants that it agrees with that determination.

- 2. Management Responsibilities** – Client management is responsible for the preparation and fair presentation of these financial statements, in accordance with the applicable financial reporting framework, including compliance with the requirements of accounting principles generally accepted in the United States of America and the completeness and accuracy of the information presented and disclosed therein. Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for preparation of the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) in conformity with Single Audit Act Amendments of 1996 and Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”). Management is also responsible for the capability and integrity of Client personnel responsible for Client’s underlying accounting and financial records.

Client personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, the Schedule of Expenditures of Federal Awards, and the data collection form, such as records, documentation, and other matters and additional information that PM may request from management for the purpose of the audit.

This includes providing assistance and information PM requests during the course of its audit, including retrieval of records and preparation of schedules, analyses of accounts, and confirmations. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM’s audit. In addition, Client will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. Client will allow PM unrestricted access to personnel within Client from whom PM determines it necessary to obtain audit evidence.

Client represents and warrants that any and all information that it transmits, or otherwise makes available, to PM will be done so in full compliance with all applicable federal, state, local and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, “Data Privacy Laws”). Client shall not disclose personal data of data subjects (“Personal Data”) who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

Management is responsible for making all management decisions and performing all management functions relating to the financial statements, supplementary financial information, related notes, Schedule of Expenditures of Federal Awards, and the data collection form. Management accepts full responsibility for such decisions, even if PM provides advice as to the application of accounting principles or assists in drafting the financial statements, supplementary financial information, related notes, Schedule of Expenditures of Federal Awards, or data collection form. Management is also responsible for the submission of the data collection form to the Federal Audit Clearinghouse. Client has designated Jennifer Kroeker to oversee financial statement and compliance related services PM provides. Management will be required to acknowledge in the management representation letter that it has reviewed and approved the financial statements, Schedule of Expenditures of Federal Awards, data collection form, supplementary financial information, and related notes prior to their issuance and have accepted responsibility for their adequacy, as well as representations regarding compliance with applicable compliance requirements.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting Client involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect

## **Professional Services Agreement – Audit Services**

on the financial statements. Management's responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting Client received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Management is responsible for the design and implementation of effective controls that provide reasonable assurance that Client administers federal awards programs in compliance with compliance requirements. Additionally, management is responsible for evaluating and monitoring compliance with compliance requirements, taking corrective action when instances of noncompliance are identified including noncompliance identified in audit findings, preparing a summary of prior audit findings and a separate corrective action plan, and for informing PM about known or suspected noncompliance that could have a material effect on its major federal awards programs ("major programs").

Management is responsible for providing PM with complete, accurate, and timely information that could bear on PM's independence under applicable professional standards, including, but not limited to, information and representations regarding affiliates of Client, business or personal relationships between Client and PM, and business, personal and employment relationships between those in a financial reporting oversight role, including members of governance, and PM (collectively, Independence Information). Client represents and warrants (a) that it has provided PM any and all Independence Information existing as of the date of this Agreement; (b) that such Independence Information is accurate and complete as of the date of this Agreement; (c) that it will notify PM of any changes to Independence Information that has been provided as of the date of this Agreement; and (d) that, after the date of this Agreement, it will provide any new Independence Information to PM as soon as it becomes known to Client.

- 3. Objective of an Audit of Financial Statements** – The objective of PM's audit is the expression of an opinion on the Client's financial statements specified in the accompanying engagement letter, and express an opinion and report at the level specified in the Uniform Guidance about whether Client complied in all material respects with applicable compliance requirements identified by the Office of Management and Budget as subject to audit with respect to its major programs or, if not identified by the Office of Management and Budget, applicable direct and material compliance requirements identified in conjunction with the audit ("compliance requirements subject to audit").

PM offers no guarantee, express or implied, that its opinions will be unmodified or that it will be able to form an opinion about these financial statements or on compliance in the event that Client's internal controls or accounting, financial or other relevant records prove to be unreliable or otherwise not auditable. If PM's opinion is to be modified, PM will discuss the reasons with Client management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its audit or is unable to form an opinion on these financial statements or the report on compliance, PM may terminate the engagement and decline to issue a report.

- 4. Supplementary Information** – In any document that contains supplementary information to the financial statements that indicates that the auditor has reported on such supplementary information, management agrees to include the auditor's report on that supplementary information. In addition, management agrees to present the supplementary information with the audited financial statements or to make the audited financial statements readily available no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.
- 5. Internal Controls** – Client is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including controls established for the purpose of preventing or detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations, including those applicable to federal awards, and with the provisions of contracts and grant agreements. PM, in making its risk assessments, will consider internal control relevant to Client's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances.

PM will make assessments of Client's compliance with the compliance requirements subject to audit, as defined above. While those assessments will not be sufficient to identify all noncompliance with applicable laws, regulations, and contract provisions, PM will communicate noncompliance conditions that come to PM's attention in accordance with Uniform Guidance and/or *Generally Accepted Government Auditing Standards*. PM will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that PM considers relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of Client's major programs. However, PM's tests will be less in scope than would be necessary to render an opinion on those controls and accordingly, no opinion will be expressed in PM's report on internal control issued pursuant to the Uniform Guidance.

## Professional Services Agreement – Audit Services

PM's audit will not be designed to provide assurance on the design or operating effectiveness of Client's internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the audit of the financial statements, instances of fraud, or misappropriation of assets that come to PM's attention, and related matters required to be communicated under the Uniform Guidance.

- 6. Audit Procedures and Limitations** – PM's audit will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include examination, on a test basis, of evidence supporting the amounts and disclosures in the Client financial statements specified in this engagement letter. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit in accordance with GAAS involves judgment about the number of transactions to be tested and the overall approach to testing in each area. As a result, PM's audit can only be designed to provide reasonable rather than absolute assurance that these financial statements are free from material misstatement and that noncompliance which could have a direct and material effect on the major programs is detected and reported. In addition, an audit in accordance with GAAS is not designed to detect errors, fraud, or noncompliance that are immaterial to the financial statements or federal programs. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected always exists, even in an audit properly planned and performed in accordance with GAAS. In recognition of these limitations, Client acknowledges that PM's audit cannot guarantee that all instances of error, fraud, or noncompliance will be identified.

- 7. Auditor Communications** – PM is obligated to communicate certain matters related to the audit to those responsible for governance of Client, including instances of error or fraud and significant deficiencies and material weaknesses in internal control that PM identifies during its audit. PM will communicate these matters to the members of Client's governing board, and Client acknowledges and agrees that communication in this manner is sufficient for Client's purposes.

Under *Government Auditing Standards* PM is obligated to communicate instances of fraud, noncompliance or abuse that is material to the financial statements to those responsible for governance of Client. In certain situations, *Government Auditing Standards* require disclosure of instances of known or likely fraud, noncompliance, or abuse directly to applicable governmental agencies. If such acts are detected during PM's audit, PM will make required disclosures regarding these acts to applicable government agencies.

In accordance with *Government Auditing Standards*, a copy of PM's most recent peer review report is included as an attachment to this Agreement.

- 8. Communication to Group Auditor** – In instances where PM has been engaged as a component auditor for the purposes of a Group Audit, the terms of the engagement may include communication of certain matters related to the audit to the Group Auditor. Client permits such communication. PM will discuss matters being communicated with those responsible for governance of Client.
- 9. Accounting, Financial and Compliance Records** – Client agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of GAAP, for providing schedules and analyses of accounts that PM requests, and for making all Client financial and compliance records and related information available to PM for purposes of PM's audit, whether obtained from within or outside of the general ledger and subsidiary ledgers. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on Client providing PM with all such accounting, financial and compliance records, schedules, and analyses on the date PM's work commences. PM will assess the condition of Client's accounting, financial and compliance records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, accurate, or in conformity with GAAP, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

In any circumstance where PM's work is rescheduled due to Client's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

- 10. Audit Adjustments** – PM will recommend adjustments to Client's accounting records that PM believes are appropriate. Client management is responsible for adjusting Client accounting records and financial statements to correct material misstatements and for affirming to PM in writing that the effects of any unrecorded adjustments

## **Professional Services Agreement – Audit Services**

identified during PM's audit are immaterial, both individually and in the aggregate, to the Client's financial statements specified in this Agreement.

- 11. Management Representations** – Client is responsible for the financial statements being audited and the implicit and explicit representations and assertions regarding the recognition, measurement, presentation, and disclosure of information therein. Client is also responsible for compliance with applicable compliance requirements of federal awards programs and the implicit and explicit representations and assertions regarding compliance. During the course of the audit, PM will request information and explanations from Client officers, management, and other personnel regarding accounting, financial, and compliance matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error, fraud, or noncompliance to go undetected by PM's procedures. Accordingly, Client acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer, or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit will be considered a material breach of this Agreement. In addition, as a condition of its audit engagement, Client agrees to indemnify and hold PM and its partners, affiliates, and employees harmless from any and all claims, including associated attorneys' fees and costs, based on PM's failure to detect material misstatements in Client's financial statements or material noncompliance resulting in whole or in part from deliberate false or misleading representations, whether oral or written, made to PM by Client Personnel. This indemnity will be inoperative only if, and to the extent that, a court having competent jurisdiction has determined that PM failed to conduct its audit in accordance with generally accepted auditing standards and such failure resulted in PM not determining such misrepresentation by Client Personnel was false.

- 12. Use of Report** – PM's report on the financial statements must be associated only with the financial statements that were the subject of PM's audit engagement. Client may make copies of the audit report, but only if the entire financial statements (including related footnotes and supplemental information, as appropriate) are reproduced and distributed with that report. Client agrees not to reproduce or associate PM's audit report with any other financial statements, or portions thereof, that are not the subject of this engagement.

If PM's report on the financial statements being audited is to be published in any manner or if Client intends to make reference to PM in a publication of any type, Client agrees to submit proofs of the publication to PM for review prior to such publication and cooperate with PM in PM's performance of any additional audit procedures PM deems necessary in the circumstances, the nature and extent of which will be at PM's sole discretion. Client acknowledges and agrees that additional fees for such work will be determined in accordance with the Fee Adjustments provision of this Agreement. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on Client's Internet website, Client understands that electronic sites are a means to distribute information and, therefore, PM is not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

- 13. Securities Offerings** – PM's audit does not contemplate, and does not include, any services in connection with any offering of securities, whether registered or exempt from registration. In the event Client elects to incorporate or make reference to PM's report in connection with any offering of debt or equity securities and requests PM's consent to such incorporation or reference, Client understands that additional procedures will need to be performed. In the event PM agrees in writing to perform such additional procedures, the nature and extent of which will be at PM's sole discretion, it is agreed and acknowledged that PM's performance of such additional procedures will be subject to all of the terms and conditions of this Agreement. Additional fees for such work will be determined based on the actual time that PM staff expend at current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

If Client incorporates or makes reference to PM's report in connection with any offering of debt or equity securities without obtaining consent from PM as described above, Client agrees to include the following provision in the offering document:

Plante & Moran, PLLC, our independent auditor, has not performed or been engaged to perform any services in connection with the offering of securities. Nor has Plante & Moran, PLLC performed or been engaged to perform any procedures on the financial statements of Client since the date of the Plante & Moran, PLLC report included herein. Plante & Moran, PLLC also has not performed any procedures relating to this offering document.

**14. Tax Return Preparation** – This engagement does not include preparation of any tax returns or filings. If Client requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.

**15. Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to Client's confidential, proprietary information, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Client. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Client.

In the interest of facilitating PM's services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Further, in compliance with *Government Auditing Standards* and the Uniform Guidance, PM's working papers will be made available to federal award program representatives at PM offices during normal business hours during the audit and for a period of three years after the issuance of the report. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this Agreement. In the event that a request for any confidential information or workpapers covered by this Agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should Client attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement. PM's efforts in complying with such requests will be deemed billable to Client as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon Client's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Client acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

**16. Data Access Management and Consent** – PM has operations both in and outside the United States and may, from time to time and at its reasonable discretion, use third-party service providers both in and outside the United States in support of its operations and the services for Client (individually and collectively "Third-Party Provider(s)"). Third-Party Providers may include, for example and without limitation, PM's international affiliates that support PM's domestic operations, cloud service providers that support PM's infrastructure in general, or independent contractors that serve to supplement a particular engagement team's services for specific engagements. In such circumstances, PM will be solely responsible for the provision of any services by such Third-Party Providers and, where such Third-Party Providers' services involve the accessing or processing of Client data, PM will require Third-Party Providers to maintain the confidentiality of any such data and not use such data for any purpose unrelated to assisting with PM's services for Client. In turn, Client, by its duly authorized signature on the accompanying engagement letter, consents to PM disclosing or otherwise allowing access to Client's data to such Third-Party Providers for such purposes. Client further acknowledges that, from time to time, PM representatives may have occasion to access Client data from outside the United States, for example and without limitation, when such PM representative(s) reside in or travel to another country. In such instances, PM agrees to use data access and storage protocols designed to reasonably safeguard data and Client consents to PM accessing Client data from outside of the United States under such circumstances.

## **Professional Services Agreement – Audit Services**

**17. Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees (“Fee Quotes”), these Fee Quotes are based on information provided by Client regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. Client acknowledges that the following circumstances may result in an increase in fees:

- Client’s failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Client’s failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by Client causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances, or report disclosures that impact the current year engagement;
- An excessive number of audit adjustments.

PM will use best efforts to advise Client in the event these circumstances occur; however, it is acknowledged that the exact impact on the Fee Quotes may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

**18. Payment Terms** – PM’s invoices for professional services are due upon receipt unless otherwise specified in the engagement letter. In the event any of PM’s invoices are not paid in accordance with the terms of this Agreement, PM may elect, at PM’s sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM’s services or issuance of PM’s report upon resumption of PM’s work, whether imposed by agreement or by law. Client agrees that in the event PM stops work or terminates this Agreement as a result of Client’s failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

**19. Fee Adjustments** – Any fee adjustments for reasons described in this Agreement will be determined based on the actual time expended by PM staff at PM’s current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM’s invoices related to this engagement. Client acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this Agreement.

**20. Conditions of PM Visit to Client Facilities** – Client agrees that some or all of PM’s services may be provided remotely. In order to facilitate the provision of services remotely, Client agrees to provide documentation and other information reasonably required by PM for PM’s performance of the engaged services electronically to the extent possible throughout the course of the engagement. In the event in-person visits to Client’s facility(ies) are requested by Client or otherwise determined by PM to be necessary for the performance of the engaged services, Client agrees, upon PM’s request, to provide to PM Client’s policies and procedures that Client has implemented relating to workplace safety and the prevention of the transmission of disease at its facility(ies). In addition, Client affirms that it is in compliance with applicable Centers for Disease Control and Prevention and OSHA guidance pertaining to the prevention of the transmission of disease (collectively, “Applicable Preventative Guidance”) and agrees that it shall continue to comply with Applicable Preventative Guidance throughout any in-person visits by PM to Client’s facility(ies). Notwithstanding the foregoing, PM reserves the right to suspend or refrain from any in-person visit by PM to Client’s facility(ies) or impose further conditions on any such in-person visit if and as PM deems necessary. Client agrees and acknowledges that any determination by PM to visit Client’s facility(ies) is not and shall not be construed to be or relied on by Client as a determination by PM of Client’s compliance with Applicable Preventative Guidance.

**21. Release for Biological Agent Liability** – Client acknowledges that there is an inherent risk of exposure to infectious diseases associated with any in-person interaction or in-person visit to property. Accordingly, Client, for itself and its successors and assigns, hereby releases PM and each of PM’s officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved third-party service providers (collectively, “PM Persons”) from any and all claims or causes of action that the Client has, or hereafter may or shall have, against any of them in connection with, related to, or arising out of infectious diseases or the



## **Professional Services Agreement – Audit Services**

transmission thereof associated with a visit by one or more of the PM Persons to any Client facility(ies) or other in-person interaction with Client personnel.

- 22. Exclusion of Certain Damages** – In no event shall either party be liable to the other, whether a claim be in tort, contract, or otherwise, for any indirect, consequential, punitive, exemplary, lost profits, or similar damages in claims relating to PM's services provided under this engagement.
- 23. Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Client but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Client agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.
- 24. Subsequent Discovery of Facts** – After the date of PM's report on the financial statements, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited financial statements or major programs covered by PM's report, unless new information that may affect the report comes to PM's attention. If PM becomes aware of information that relates to these financial statements or major programs but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM's attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM's report. In this connection, PM will discuss the matter with Client and request cooperation in whatever investigation and modification of the financial statements or schedules that may be necessary. Additional fees for such work will be determined based on the actual time that PM staff expend at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and Client acknowledges and agrees that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.
- 25. Termination of Engagement** – This engagement may be terminated by either party upon written notice. Upon notification of termination of this engagement, PM will cease providing services under the engagement. Client shall compensate PM for all time expended and reimburse PM for all out-of-pocket expenditures incurred by PM through the date of termination of this engagement.
- 26. Entire Agreement** – This Agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this Agreement supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this Agreement will only become effective if evidenced by a written amendment to this Agreement, signed by all of the parties.
- 27. Severability** – If any provision of this Agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
- 28. Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or nonperformance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic or other public health emergency or government mandated shut down (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
- 29. Electronic Signatures** – The parties intend that any electronic signature shall be given full legal effect as if it were a handwritten signature.
- 30. Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado, and jurisdiction over any action to enforce this Agreement, or any dispute arising from or relating to this Agreement shall reside exclusively within the State of Colorado.

## **End of Professional Services Agreement – Audit Services**



## Report on the Firm's System of Quality Control

December 16, 2022

To the Partners of  
Plante & Moran, PLLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; an audit performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Plante & Moran, PLLC has received a peer review rating of *pass*.

Postlethwaite & Netterville, APAC  
Baton Rouge, Louisiana

# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	Resolution No. 2024-05: Resolution to Amend Budget
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Adopt Resolution No. 2024-05: Resolution to Amend Budget
SUMMARY:	<p>The Board adopted the 2024 Budget on December 12, 2023, by Resolution 2023-15. As reflected in other Board actions to date, the FAA has issued multiple grants in connection with the runway relocation project, and the same contractor has been on the project for multiple phases. These two factors combined with favorable construction weather have allowed projects to progress more quickly than contemplated in the original 2024 Budget.</p> <p>The Board is subject to the Local Government Budget Law, which requires that supplemental budgets and appropriations be advertised, considered, adopted, and filed with DOLA, similar to the adoption of the initial budget.</p> <p>The attached resolution provides for an amendment to the capital contributions and capital expenditures in the 2024 Budget, with a net change in the appropriation of an additional \$433,318. Upon adoption, the amended budget will be filed with the Colorado Division of Local Government.</p> <p>Staff recommends approval and adoption of the amended budget.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	None
ATTACHMENTS:	Resolution No. 2024-05: Resolution to Amend Budget
STAFF CONTACT:	Angela Padalecki, Executive Director Email: <a href="mailto:apadalecki@gairport.com">apadalecki@gairport.com</a> Office: 970-244-9100

**RESOLUTION NO. 2024-05**  
**RESOLUTION TO AMEND BUDGET**

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

**WHEREAS**, as required by the Budget Law, a proposed budget for fiscal year 2024 was submitted to the Board of Commissioners on October 13, 2023, and adopted by the Board on December 12, 2023, by Resolution 2024-15; and

**WHEREAS**, the Airport has been the recipient of higher than anticipated federal grant funding through the Federal Aviation Administration for use in capital improvement projects, requiring minor revisions to the budget and appropriation; and

**WHEREAS**, the Budget Law, at C.R.S. Section 29-1-109, requires preparation, adoption and submission to the Colorado Division of Local Government supplemental budgets and appropriations; and

**WHEREAS**, upon due and proper notice, published and posted in accordance with the Budget Law, a proposed budget amendment was open for inspection by the public at a designated place, a public hearing held on October 15, 2024, and interested parties given the opportunity to file or register any objections to the proposed budget amendment; and

**WHEREAS**, the budget amendment reflected herein is a balanced budget which complies with all applicable state laws.

**NOW, THEREFORE, BE IT RESOLVED BY THE GRAND JUNCTION  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS AS FOLLOWS:**

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

**Section 2.** The 2024 Budget is amended as follows:

- a. Capital contributions, a category of Non-Operating Revenue, shall be amended from \$18,645,835 to \$29,188,812.
- b. Capital expenditures with grant funding, a category of Non-Operating Revenue, shall be amended from (\$20,173,436) to (\$31,149,731).

**Section 3.** All other provisions of the 2024 Budget shall remain in effect.

**Section 4.** The Executive Director or her designee shall file the amended budget with the Colorado Division of Local Government in accordance with the Budget Act.

PASSED AND ADOPTED this 15<sup>th</sup> day of October, 2024.

Board Members Voting AYE

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Board Members Voting NAY

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GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY

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ATTEST:

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Clerk

Chairman

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY  
2024 BUDGET**

<b>Account Name</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget Original</b>	<b>2024 Budget Amended</b>
<b>OPERATING REVENUE</b>				
<b>Aeronautical revenue</b>				
Total Passenger Airline Revenue	\$ 1,744,179	\$ 1,914,000	\$ 2,487,000	\$ 2,487,000
Total Non-passenger airline revenue	1,035,908	1,017,300	1,108,000	1,108,000
<b>Total Aeronautical revenue</b>	2,780,087	2,931,300	3,595,000	3,595,000
Non-aeronautical revenue	4,163,026	4,416,200	5,182,000	5,182,000
<b>Total Operating revenues</b>	6,943,113	7,347,500	8,777,000	8,777,000
<b>OPERATING EXPENSES</b>				
Personnel compensation and benefits	2,491,970	2,517,300	3,154,550	3,154,550
Communications and utilities	386,793	372,700	502,087	502,087
Supplies and materials	578,386	667,600	825,550	825,550
Contract services	641,993	643,900	985,182	985,182
Repairs & maintenance	436,502	641,000	648,000	648,000
Insurance	137,507	141,600	200,000	200,000
Other	173,524	216,700	429,200	429,200
<b>Total Operating Expenses</b>	4,846,674	5,200,800	6,744,569	6,744,569
<b>Net Revenue (Expense) from Operations</b>	2,096,439	2,146,700	2,032,431	2,032,431
<b>NON-OPERATING REVENUE (EXPENSE)</b>				
Passenger facility charges (restricted rev)	886,002	823,629	958,000	958,000
Interest income	63,170	390,978	1,104,000	1,104,000
Interest expense	(562,673)	(588,939)	(764,363)	(764,363)
Customer facility charges (restricted rev)	652,924	657,725	604,000	604,000
Capital contributions	7,419,613	16,632,116	18,645,835	29,188,812
Capital expenditures - W/ Grant Funding	(8,047,450)	(15,659,441)	(20,173,436)	(31,149,731)
Capital expenditures - W/O Grant Funding	(533,066)	(3,310,517)	(1,000,000)	(1,000,000)
Debt principle payments	(765,000)	(765,000)	(1,161,000)	(1,161,000)
Non-Capital grant funding	3,191,993	2,454,893	71,000	71,000
<b>Total Non-operating Revenue (Expense)</b>	2,305,513	635,445	(1,715,963)	(2,149,282)
<b>Net Change in Position (Budgetary Basis)</b>	\$ 4,401,952	\$ 2,782,145	\$ 316,467	\$ (116,851)
<b>Actual/Projected Ending Cash Balance</b>				
Restricted Cash	\$ 2,622,514	\$ 7,249,573	\$ 3,917,066	\$ 3,917,066
Unrestricted Cash	16,322,406	22,036,396	17,503,392	17,070,073
<b>Total Cash Balance</b>	\$ 18,944,920	\$ 29,285,969	\$ 21,420,458	\$ 20,987,140

# Grand Junction Regional Airport Authority

## Agenda Item Summary

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TOPIC:	Resolution No. 2024-04: Resolution of the Board of Commissioners Regarding Asset Disposal
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Adopt Resolution No. 2024-04: Resolution of the Board of Commissioners Regarding Asset Disposal
SUMMARY:	<p>The regulation of asset disposal is central to the Board’s responsibilities. The current policy is from 2019 and would benefit from an update. Among other deficiencies, the threshold for Board approval (original purchase price of more than \$15,000) is quite low and requires that certain routine disposals must await Board action. In addition, the current policy provides limited guidance to Airport Staff on the objectives for asset disposal and criteria for choosing from among the disposal options.</p> <p>Both the existing policy and proposed policy are attached. The policy has been substantially rewritten to match the current form of Airport governance documents. The material changes between the current policy and proposed policy are summarized on the attached table.</p> <p>Staff recommends approval and adoption of the new asset disposal policy. The policy also was reviewed and recommended for approval by the Finance and Audit Committee.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	None
ATTACHMENTS:	Resolution No. 2024-04: Resolution of the Board of Commissioners Regarding Asset Disposal
STAFF CONTACT:	Angela Padalecki, Executive Director Email: <a href="mailto:apadalecki@gairport.com">apadalecki@gairport.com</a> Office: 970-244-9100

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	<b>GJRAA Policy Regarding Disposal of Assets (Updated 2019)</b>	<b>Resolution 2024-04, Resolution Regarding Asset Disposal</b>
<b>Structure</b>	Stand-alone policy approved by Board	Resolution adopted by Board (consistent with other Board policies)
<b>Threshold for Board Approval</b>	Capital Assets with an <i>original purchase price</i> over \$15,000	Capital Assets with a <i>depreciated value</i> over \$15,000
<b>Disposal Methods Authorized</b>	Sell, trade-in, donation, recycle, discard; not prioritized (except that trade-ins to be used for equipment replacement, when reasonable)	Sell, trade-in, donation, recycle, discard; prioritized list with criteria for determining appropriate disposal method
<b>Assets Acquired with Grant Funds</b>	Disposed in strict accordance with applicable federal or state restrictions and requirements	Assets disposed at such time and in accordance with federal or state requirements and consistent with Policy if no conflict
<b>Lost and Found</b>	Some items turned over to GJPD; all other unclaimed items donated or discarded after at least 30 days	Illegal items turned over to law enforcement; other unclaimed items disposed of after reasonable effort to contact owner and at least 7 days waiting period
<b>Abandoned Vehicles and Aircraft</b>	Not addressed	Criteria provided for removal and disposal (consistent with state law on abandoned property)



**RESOLUTION NO. 2024-04**  
**RESOLUTION OF THE BOARD OF COMMISSIONERS**  
**REGARDING ASSET DISPOSAL**

**WHEREAS**, the Grand Junction Regional Airport Authority (“Authority”) is the owner and operator of the Grand Junction Regional Airport (“Airport”), located in Grand Junction, Colorado; and;

**WHEREAS**, the Authority has acquired personal property, including vehicles, equipment, furniture and other assets (“Assets”), that may become unrepairable, surplus or obsolete but that may have residual value and can be reused or repurposed by others;

**WHEREAS**, federal law and policy prescribe standards for the sale of personal property acquired with federal financial assistance or with Passenger Facility Charge revenue, and state law and policy prescribe standards for the sale of personal property acquired with state financial assistance; however, the Authority has discretion in establishing the process and standards for the sale of personal property acquired with Airport funds and where the applicable federal and state standards have expired;

**WHEREAS**, the Authority wishes to articulate its policy on the retention and disposal of personal property to ensure financial responsibility, transparency, fairness and accountability and eliminate conflicts-of-interest.

**NOW, THEREFORE, BE IT RESOLVED BY THE GRAND JUNCTION  
AIRPORT AUTHORITY BOARD OF COMMISSIONERS AS FOLLOWS:**

**1. Scope.**

- 1.1. This Policy applies to all Assets purchased with Airport funds or otherwise owned by the Authority.
- 1.2. This Policy applies to Assets that have come into the possession of the Authority through loss or abandonment on Airport property, as provided in Section 6 hereof.
- 1.3. This Policy does *not* apply to real property. The sale of surplus real property shall require formal action of the Authority Board and may require formal action and approval of the Federal Aviation Administration.
- 1.4. Assets which were acquired in whole or in part with federal or state grant-in-aid or with Passenger Facility Charge (“PFC”) revenue need to be sold, traded-in or otherwise disposed of at such time and in accordance with federal or state requirements and the terms, conditions and assurances of applicable grant agreements. Such Assets are to be disposed of in accordance with this Policy to the extent not in conflict with any federal, state or contractual requirements.
- 1.5. This Policy repeals and supersedes any prior Board resolution or policy on the same subject.

2. **Objectives.** The Authority adopts the following objectives for the retention and sale of Assets:
  - 2.1. The Authority shall seek to utilize Assets for their useful life and only sell, trade-in or otherwise dispose of Assets when (i) the Asset is beyond reasonable repair (i.e., the Asset requires repair that is likely to approach or exceed the cost of replacement); (ii) the Asset is surplus to the Airport's needs and requirements (i.e., the Asset has been replaced or is superfluous); (iii) the Asset is obsolete (i.e., the Asset no longer meets the required functionality); and/or (iv) the Asset is determined to be too costly to operate, maintain, or repair or requires unduly burdensome training to operate, maintain or repair.
  - 2.2. Prior to sale, trade-in or disposal, Authority Staff will ascertain whether the Asset was acquired, in whole or in part, with any federal or state grant-in-aid or Passenger Facility Charge ("PFC") revenue. For any such Assets, the Authority will ensure compliance with the terms, conditions or assurances of such grants or applicable rules and policies.
  - 2.3. Where an Asset has residual value, the Authority typically will sell, trade-in or donate the Asset, based on the disposal method that will be the most beneficial to the Airport.
  - 2.4. When selling or donating Assets, the Authority will consider whether other Colorado airports, the City of Grand Junction, Mesa County or other public agencies may have need for the Asset.
  - 2.5. The Authority will avoid conflicts-of-interest and the appearance of conflicts of interest by prohibiting or limiting the sale of Assets to Authority board members and Authority employees, as provided in Section 7 hereof.
3. **Delegation of Authority.**
  - 3.1. Formal action of the Authority Board shall be required to dispose of a Capital Asset with a depreciated value of \$15,000 or more. For purposes of this Resolution, a Capital Asset includes vehicles, equipment, furniture or other assets with an estimated useful life of more than one year and included on the Authority's capital asset schedule. Authority Staff shall include in its recommendation to the Board the basis for disposal, the proposed method of disposal, and the estimated depreciated value of the Asset.
  - 3.2. For all Capital Assets with a depreciated value of less than \$15,000 and for all non-Capital-Assets, the Executive Director is authorized to designate Assets for sale, trade-in and disposal and to select the method of sale, trade-in or disposal from among the methods authorized in Section 4 below. The Executive Director may further delegate the authority conferred by this subsection.
  - 3.3. No Authority employee without delegated authority shall sell, trade-in or dispose of any Asset subject to this Policy without first seeking and obtaining approval by the Executive Director or her designee.

- 3.4. Any Authority employee with delegated authority or written approval to sell, trade-in or dispose of an Asset shall take action consistent with the Objectives set forth in Section 2 hereof and comply with the additional requirements set forth herein.
- 3.5. Assets with a depreciated value less than five hundred dollars (\$500) may be disposed of by Authority employees; provided that, Authority employees should seek to promote the Objectives set forth in Section 2, where practicable, and further shall comply with the conflict-of-interest provisions in Section 7.

4. **Authorized Disposal Methods.** The following methods of disposal are authorized:

- 4.1. Sell. Preference should be given to the sale of Assets in a fair and transparent manner that will promote the greatest benefit to the Airport or the aviation system. This may include listing Assets with a public or private broker or dealer, sale at a live or online auction, classified advertisement, or posting in an online forum (e.g., GovDeals, eBay, Facebook Marketplace, etc.). Direct sale, without making the opportunity for purchase available to others, is disfavored.
- 4.2. Trade-In. Trade-in shall be the preferred alternative to sale where a trade-in has the greatest potential to reduce the cost of a replacement or new Asset.
- 4.3. Donate. Donation shall be the preferred method of disposing of Assets with residual value where the Authority Board or Executive Director, consistent with the delegation of authority herein, determines that donating the Asset would provide greater benefit to the Airport than sale or trade-in.
- 4.4. Recycle. Recycling shall be preferred for any Asset that cannot practicably be sold, traded-in or donated and the Asset is capable to be recycled without unduly high costs to the Authority.
- 4.5. Discard. As a last resort, Assets may be discarded in a landfill or sold for scrap or parts, to include payment by the Authority of reasonable costs.

5. **Requirements of Disposal.**

- 5.1. Income from Sale. Proceeds from the sale of any Asset shall be remitted to the Airport Accountant for deposit into the Authority bank account and used for Airport purposes.
- 5.2. Records of Sale or Donation. A receipt or record of sale should be prepared and given to the Airport Finance Department for appropriate filing. The receipt and record of the sale shall be retained for at least two years. Receipts shall state the value received, date, and name and address of the person or entity to which the Asset was sold. Donation receipts should state the estimated net residual value of the Asset, if it can be determined.
- 5.3. Decommissioning of Electronic Assets. All electronic Assets slated for disposal by any means should be wiped clean of all Authority data. Any property tags or identifying labels should be removed from all disposed of Assets.

5.4. Airport Inventory. All Assets listed on Airport inventories should be removed from the inventory upon disposal.

## 6. **Abandoned Property.**

6.1. Lost-and-Found. Authority Staff shall operate a Lost-and-Found for personal property that is lost or abandoned at the Airport. Authority Staff shall make reasonable effort to contact the owner of lost or abandoned property where the owner can be identified. The Authority shall retain items within the Lost-and-Found for no less than seven (7) days. Authority Staff shall have the discretion to dispose of any unclaimed items remaining at the Lost-and-Found by any disposal method authorized herein.

6.2. Illegal Items. The Airport shall immediately deliver to the Grand Junction Police Department or other law enforcement agency any weapons, drugs or other illegal items abandoned at the Airport.

6.3. Vehicles and Aircraft. Vehicles and aircraft remaining at the Airport for more than thirty (30) days without indication of the owner's intent to reclaim or remove the vehicle or aircraft may be deemed abandoned. Authority Staff shall make diligent effort to contact the owner of abandoned vehicles and aircraft for removal from the Airport and the payment of any associated fees. If such efforts are unsuccessful, the Executive Director or her designee may authorize removal or disposal, subject to any applicable requirements of state law on the subject of abandoned property, including without limitation C.R.S. Section 38-20-116 (Abandoned property – notice of sale – definitions) and Section 42-4-1803 (Abandonment of motor vehicles – public property).

6.4. Dumping. The Authority shall provide for the disposal of any waste, trash or debris dumped on the Airport property and may refer illegal dumping for criminal prosecution.

## 7. **Conflicts of Interest.**

7.1. Acquisition by Board Members and Authority Employees Prohibited. To avoid conflicts-of-interest and the appearance of conflicts-of-interest, no Authority Board member, Authority Employee or member of his/her immediate family shall be permitted to purchase or otherwise acquire any Asset authorized for sale or disposal, including through sale in a public forum or purchase from a broker or dealer listing the Asset for sale.

PASSED AND ADOPTED this 15<sup>th</sup> day of October, 2024.

Board Members Voting AYE

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Board Members Voting NAY

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GRAND JUNCTION REGIONAL  
AIRPORT AUTHORITY

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ATTEST:

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Clerk

Chairman

**Grand Junction Regional Airport Authority**  
**Policy Regarding Disposal of Assets**  
**Updated 2019**

1. **Purpose.** The purpose of this policy is to establish and define standards and restrictions, and ensure accountability, for the disposal of surplus, obsolete, scrap or worthless equipment, vehicles, furniture and other assets owned by the Grand Junction Regional Airport Authority ("GJRAA") in a lawful and cost-effective manner, and which avoids conflicts of interest or their appearance. This policy also promotes reuse of equipment and materials to serve sustainability and repurposing values whenever possible.
2. **Definitions:**
  - 2.1. Capital Assets: Purchases of vehicles, equipment, furniture, intangible assets or other assets with an individual unit value above the current capitalization threshold that have an estimated useful life of more than one year and are tracked in the GJRAA capital asset schedule.
  - 2.2. Non-Capital Controlled Assets: Equipment, tools, furniture, IT equipment, or other items purchased and controlled by GJRAA, but below the capitalization threshold, with an estimated useful life of more than one year.
  - 2.3. Consumable Goods and Supplies: Equipment, materials and supplies purchased by GJRAA that are expected to be consumed within a year as part of ongoing operations, or may have an estimated life beyond one year, but are of a de minimus amount (less than \$500).
  - 2.4. Surplus Assets: Assets that are usable in their present condition, but no longer useful to GJRAA.
  - 2.5. Obsolete: Assets that are technologically outdated, incompatible with other assets, and are no longer being used.
  - 2.6. Scrap: Assets or parts of assets that have no remaining useful life, cannot be operated in their current condition, and cannot be salvaged for spare parts or equipment to support other active assets, but are saleable for scrap value.
  - 2.7. Worthless Equipment: Assets that are broken or worn-out, have no remaining saleable or scrap value.
3. **Scope.** All capital assets and non-capital controlled assets purchased with GJRAA funds, including grant funds, which are GJRAA-owned and identified as surplus, obsolete, scrap or worthless are subject to this policy. Consumable goods and supplies are not subject to this policy.
4. **Authorized Disposal Methods.** Acceptable methods for the disposal of Assets may include:
  - (a) Sold in a public forum;
  - (b) Sold as scrap to a licensed dealer;
  - (c) Used as a trade-in against cost of a replacement item;
  - (d) Donated to schools, charities, and other non-profit organizations;
  - (e) Recycled and/or refurbished to leverage further use (within limits of reasonable repair);

(f) Discarded as rubbish in a landfill; and

(g) Any other method as approved by the Board or staff

Disposal of assets purchased in whole or part from obligated funds shall follow procedures outlined in Paragraph 7.

**5. Required Approval of Asset Disposal and Disposal Methods.**

**5.1. Non-capital controlled assets:** Non-capital controlled assets may be disposed of using any of the methods listed above with the approval of the appropriate department manager.

**5.2. Capital Assets Valued < \$15,000.** Capital assets with an original purchase price of less than \$15,000 may be disposed of using any of the methods listed above with the approval of the department manager and the executive director. Disposals of capital assets must also be reported to the director of finance.

**5.3. Assets Valued > \$15,000.** Capital assets identified for disposal with an original purchase price over \$15,000 will be recommended to the Board. Staff recommendation for disposal will include the method of disposal and a description of the estimated value of the equipment and how that value was derived. No Capital Asset with an original purchase price over \$15,000 shall be disposed of except in accordance with the affirmative vote of the GJRAA Board in an open meeting.

**6. Disposal Policies.** It is the responsibility of all employees of GJRAA to ensure that Assets are disposed of according to one or more of the methods prescribed above. Any such disposal shall be conducted appropriately, responsibly and ethically. The following policies must therefore be observed:

**6.1. Trade-Ins:** Where equipment is due for replacement by a newer model, reasonable actions shall be taken to ensure a fair and market trade-in value is obtained for the old Asset against the cost of the replacement. Where the trade-in value is not deemed to be reasonable, another approved disposal method may be used.

**6.2. Income Derived from Disposal:** Any and all receipts from the sale of an Asset must be kept and submitted to the finance department. All such receipts shall state the value received, the date, and the name of the person or entity to which the Asset was transferred. Income derived from sales to the public must be fully receipted and monies sent to the finance department.

**6.3. Decommissioning of Assets:** All electronic Assets slated for disposal by any means must be fully wiped clean of all GJRAA data. Any property tags or identifying labels must also be removed from all disposed of Assets.

**6.4. Harmful Substances:** Hazardous materials such as lead, mercury, bromine and cadmium shall be thoroughly removed from computer hardware and other Assets before shipment to a landfill as rubbish.

- 6.5. **Donations:** Donation receipts for any assets donated to a school, charity, non-profit organization, or other government entity must be submitted to the finance department stating the name of the organization, the estimated value of the Asset, and the date of disposal.
- 6.6. **Board Members and Employees:** No Board member or employee of GJRAA or members of their immediate family shall be permitted to purchase or otherwise acquire any GJRAA Asset, including through sale in a public forum.
7. **Assets Acquired with Federal or State Funds.** Assets which were acquired with funds derived in whole or in part from federal or state grants, or Passenger Facility Charges, shall be disposed of only in strict accordance with applicable federal or state grant restrictions and requirements.
8. **Lost and Found.** GJRAA will accept, store and log lost items found in the terminal or terminal parking lot. GJRAA will attempt to contact the owner of the lost item if identification is available.

The following items will be turned over to the Grand Junction Police Station

- Items that have an estimated value of \$100 or more.
- Items that contain cash or identification information (i.e. a driver's license, a checkbook, an item with a name engraved on it, etc.
- Articles that are questionable or suspicious in nature (i.e. possibly part of a weapon or drug paraphernalia) should be reported to the GJPD before disturbed. An office will respond and investigate such items where they are found and will make the determination as to whether the office must take possession of the item or leave it with the reporting party.
- Items that are illegal to possess.

Lost and found items that do not meet the criteria above and are not remitted to the Grand Junction Policy Station will be stored for a minimum of thirty days, after which, unclaimed items will be donated to a local non-profit, thrown away, or destroyed as deemed appropriate by staff.



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

TOPIC:	Mead & Hunt Task Order #16 – Construction Administration for Pavement Subbase Schedules 1 and 2		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve Mead & Hunt Task Order #16-1 #16-2 and #16-3 for the total amount of \$5,167,364.00 to perform preconstruction services and construction administration for the Pavement Subbase Schedules 1 and 2 construction and authorize the Executive Director to sign the Task Orders.		
SUMMARY:	<p>This task order represents the preconstruction and construction administration services to be performed by Mead &amp; Hunt for the Pavement Subbase Schedules 1 and 2 construction projects. Work includes:</p> <ul style="list-style-type: none"> <li>• Preconstruction services: M&amp;H will facilitate the pre-construction conference, coordinate, and schedule project team, finalize construction safety and phasing plan, and prepare project files.</li> <li>• Construction administration services: M&amp;H will provide construction administration, construction observation, construction stormwater monitoring permitting, construction quality assurance testing, post-construction services, and closeout report services.</li> <li>• Permitting support: M&amp;H will support the ongoing airport and project permits with development of documentation for submittal by the airport and contractors. Anticipate coordination and permitting with agencies including: GJRA, City of Grand Junction, Mesa County, and Colorado Division of Water Resources (Dam Safety).</li> </ul> <p>This project will be funded 90% by the Airport Improvement Program with a 10% local match from the Authority.</p> <p>Funding for 16-1 and 16-2 is currently available. Funding for 16-3 is anticipated to be available with a future FAA grant.</p> <p>The scope of work was reviewed by Garver as the program manager and the FAA. Additionally, the fee was reviewed by Garver and was sent to Crawford, Murphy and Tilly, INC. to complete an independent fee estimate (IFE). Based on the IFE and negotiations, the fee is deemed reasonable.</p>		
REVIEWED BY:	Executive Director, CIP Manager and Legal Counsel (Dan Reimer)		
FISCAL IMPACT:	<p><b>Total Cost - \$5,167,364.00</b>          FAA funded through anticipated AIP grant - \$4,650,628.00          GJRAA Local Match - \$516,736.00</p> <p>TO #16-1 – Subbase Schedule 1          Total - \$2,092,712.00</p>		

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FAA - \$1,883,441.00  
GJRAA - \$209,271.00  
AIP grant GJT-082 executed Sept. 2024

TO #16-2 – Subbase Schedule 2 2025 NTP  
Total - \$2,209,096.00  
FAA - \$1,988,186.00  
GJRAA - \$220,910.00  
AIP grant GJT-083 executed Sept. 2024

TO #16-3 – Subbase Schedule 2 2026 NTP  
Total - \$865,555.50  
FAA - \$779,000.00  
GJRAA - \$86,555.50  
AIP grant TBD.

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ATTACHMENTS: Mead & Hunt Task Order #16

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STAFF CONTACT: Angela Padalecki  
[apadalecki@gairport.com](mailto:apadalecki@gairport.com)  
Office: 970-248-8588

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**TASK ORDER #16-1**

**TO**

**PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT**

**BETWEEN:** GRAND JUNCTION REGIONAL AIRPORT AUTHORITY (“CLIENT”)  
GRAND JUNCTION, COLORADO

**AND:** MEAD AND HUNT, INC. (“CONSULTANT”)  
A WISCONSIN CORPORATION

**TASK ORDER EFFECTIVE DATE:** \_\_\_\_\_ **2024**

**RECITALS**

This is the 16-1 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective January 18, 2024 between the CLIENT and CONSULTANT (“CONTRACT”).

**AGREEMENT**

1. Services to be provided:

Task 24-20                      Preconstruction Services – FY 2024 Subbase Schedules 1/2  
Fee:                                \$79,083  
Payment Terms:                Lump Sum  
Expected Completion:        December 2027

Task 24-31                      Construction Administration – FY 2024 Subbase Schedule 1  
Fee:                                \$1,990,306  
Payment Terms:                Time & Expense  
Expected Completion:        December 2027

Task 24-41                      Permitting Support – FY 2024 Subbase Schedule 1  
Fee:                                \$23,323  
Payment Terms:                Time & Expense  
Expected Completion:        December 2027

2. Schedule. The project shall be completed Between October 2024 and February 2028.



3. Consideration.

CONSULTANT shall be compensated on a LUMP SUM basis of Seventy-Nine Thousand Eighty-Three Dollars (\$79,083.00), as described in the attached Exhibit A Scope of Services and Exhibit B Fee Sheet. Progress payments shall be made in accordance with the CONTRACT.

CONSULTANT shall be compensated on a TIME AND EXPENSE basis of Two Million Thirteen Thousand Six Hundred Twenty-Nine Dollars (\$2,013,629.00), as described in the attached Exhibit A Scope of Services and Exhibit B Fee Sheet. 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. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: GRAND JUNCTION REGIONAL AIRPORT AUTHORITY

Approved by: MEAD AND HUNT, INC.

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

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

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

Name: Jeremy Lee

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

Title: Vice-President

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

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



**TASK ORDER #16-2**

**TO**

**PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT**

**BETWEEN:** GRAND JUNCTION REGIONAL AIRPORT AUTHORITY (“CLIENT”)  
GRAND JUNCTION, COLORADO

**AND:** MEAD AND HUNT, INC. (“CONSULTANT”)  
A WISCONSIN CORPORATION

**TASK ORDER EFFECTIVE DATE:** \_\_\_\_\_ **2024**

**RECITALS**

This is the 16-2 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective January 18, 2024 between the CLIENT and CONSULTANT (“CONTRACT”).

**AGREEMENT**

1. Services to be provided:

Task 24-32	Construction Administration – FY 2024 Subbase Schedule 2 2025 NTP
Fee:	\$2,184,836
Payment Terms:	Time & Expense
Expected Completion:	December 2027

Task 24-42	Permitting Support – FY 2024 Subbase Schedule 2 2025 NTP
Fee:	\$24,260
Payment Terms:	Time & Expense
Expected Completion:	December 2027

2. Schedule. The project shall be completed Between October 2024 and February 2028.

3. Consideration.

CONSULTANT shall be compensated on a TIME AND EXPENSE basis of Two Million Two Hundred Nine Thousand Ninety-Six Dollars (\$2,209,096.00), as described in the Exhibit A Scope of Services and Exhibit B Fee Sheet. 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. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: GRAND JUNCTION REGIONAL AIRPORT AUTHORITY

Approved by: MEAD AND HUNT, INC.

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

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

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

Name: Jeremy Lee

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

Title: Vice-President

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

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



**TASK ORDER #16-3**

**TO**

**PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT**

**BETWEEN:** GRAND JUNCTION REGIONAL AIRPORT AUTHORITY (“CLIENT”)  
GRAND JUNCTION, COLORADO

**AND:** MEAD AND HUNT, INC. (“CONSULTANT”)  
A WISCONSIN CORPORATION

**TASK ORDER EFFECTIVE DATE:** \_\_\_\_\_ **2024**

**RECITALS**

This is the 16-3 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective January 18, 2024 between the CLIENT and CONSULTANT (“CONTRACT”).

**AGREEMENT**

1. Services to be provided:

Task 24-33	Construction Administration – FY 2024 Subbase Schedule 2 2026 NTP
Fee:	\$840,319.50
Payment Terms:	Time & Expense
Expected Completion:	December 2027

Task 24-43	Permitting Support – FY 2024 Subbase Schedule 2 2026 NTP
Fee:	\$25,236
Payment Terms:	Time & Expense
Expected Completion:	December 2027

2. Schedule. The project shall be completed Between October 2024 and February 2028.

3. Consideration.

CONSULTANT shall be compensated on a TIME AND EXPENSE basis of Eight Hundred Sixty-Five Thousand Five Hundred Fifty-five Dollars and Fifty Cents (\$865,555.50), as described in the attached Exhibit A Scope of Services and Exhibit B Fee Sheet. 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. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: GRAND JUNCTION REGIONAL AIRPORT AUTHORITY

Approved by: MEAD AND HUNT, INC.

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

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

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

Name: Jeremy Lee

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

Title: Vice-President

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

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



**EXHIBIT A**  
**Grand Junction Regional Airport**  
**Runway 11/29 Relocation Program**  
**Fiscal Year 2024 Engineering Services – CA Pavement Schedules 1/2**  
**Scope of Services #16**

**INTRODUCTION**

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The Grand Junction Regional Airport (GJRA) is a commercial service airport located in western Colorado in Grand Junction, Colorado, adjacent to the Colorado River, and Interstate I-70, approximately 28 miles from the Utah border.

The Program, which extends across multiple years and task orders, involves relocation of the primary commercial service runway 11/29 (RDG D-IV, CAT I ILS, 10,501' x 150'). The goal of this effort is to relocate the runway with minimal impacts to aircraft users including maintaining IFR procedures, Navigational Aids etc. Future runway designation based on magnetic declination variance is 12/30. Design of the Program began in 2017, and construction began in 2018 with elements of design identified to enable the Program moving forward. The Program will continue to be implemented over the next several years utilizing Federal Funding as available.

This scope of services is for construction administration anticipated the FY2024 Pavement Schedules 1/2, funded by federal, state, and local grants. It is assumed that multiple crews will be working concurrently across the site including 2.4 million cubic yards of excavation to embankment, development of up to 3 new ponds and revisions to outfalls of 2 existing ponds. Work extends across 2 miles of site including coordination with utilities, existing duct banks, drainage, and airfield navigational aides. Scope is based upon the following project elements:

Bid Schedule 1, 30 days of mobilization and 365 days to complete

- Installation of subbase and base course
- Installation of underdrains and storm drainage
- Installation of Runway electrical crossings

Bid Schedule 2, an additional 400 days to complete 2025 Notice to Proceed (NTP) and an additional 116 days to complete 2026 NTP partially concurrent with 2025 NTP

- Installation of subbase and base course
- Installation of underdrains and storm drainage
- Installation of Runway electrical crossings

This scope includes the following tasks:

Task 24-20	Preconstruction Services - FY 2024 Subbase Schedule 1/2
Task 24-31	Construction Administration – FY2024 Subbase Schedule 1
Task 24-32	Construction Administration – FY2024 Subbase Schedule 2 2025 NTP
Task 24-33	Construction Administration – FY2024 Subbase Schedule 2 2026 NTP
Task 24-41	Permitting Support – FY2024 Subbase Schedule 1
Task 24-42	Permitting Support – FY2024 Subbase Schedule 2 2025 NTP
Task 24-43	Permitting Support – FY2024 Subbase Schedule 2 2026 NTP

Assumptions:

- Where this Scope calls for Airport action and information, it is the decision and responsibility of the Airport Executive Director to include and assign effort and responsibility to Airport Staff, Airport Program Manager (GARVER), and stakeholders in mutually agreed upon response times.
- Media inquiries and public records requests will be directed to the Airport Executive Director and will be the responsibility of GJRA.
- The CONSULTANT has access to all existing data developed as part of the conceptual design elements required for the environmental efforts, AGIS survey information, topographical survey, phasing scenarios developed as part of the overall program, the 65% overall design documents, the RTR, 27 ¼ Road, 2019 construction, 2021 construction, and 2023 construction packages.
- Project coordination with all relevant stakeholders is included in various tasks and will be accounted for based on the coordination's need for related deliverables.

Exclusions:

- Program financial planning
- Program Management Tasks identified for coordination with GJRA
- Final lighting vault location and installation coordination
- Utility coordination for construction work orders with Xcel will be incorporated into future design packages for construction coordination with Schedule 2 2026 NTP
- FAA Reimbursable coordination for construction work orders with fiber line replacement will be incorporated into future design packages for construction coordination with Schedule 2 2026 NTP
- Relocation of Primary and Secondary Airport Control impacted by this construction will be coordinated with separate scope including design coordination for final navigational aids with FAA
- ALP Updates will be prepared by a separate Consultant and are not included in these tasks
- Raptor survey updates are updated annually by USDA through cooperative agreement with GJRA separately from this scope of work.

The CONSULTANT Team includes Mead & Hunt, Inc. (CONSULTANT), Jacobs, Ground Engineering, and River City Consulting. This Scope of Services was developed by the CONSULTANT with input from GJRA and FAA.

## **TASK 24-20 PRECONSTRUCTION SERVICES – FY 2024 SUBBASE SCHEDULES 1/2**

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Description: A single bid package was prepared under a separate scope of services for construction between Fall 2024 and End of 2027. The previous scope of services consisted of preparing an approximate \$50M civil construction project, for grading, and drainage improvements towards construction of the New Runway Program. This task includes Consultant services in advance of construction.

This task has been divided into the following subtasks:

### **20.1 Pre-Construction Conference**

Methodology: Consultant shall arrange for and conduct the pre-construction conference. The project manager and the resident project representative will establish this meeting to review FAA and project specific requirements prior to commencing construction. The meeting will be conducted at GJRA and is expected to include GJRA, FAA - ADO, contractor, subcontractors, and utility companies. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference. GJRA will be provided with copies of the construction schedules.
- Prior to the pre-construction conference, furnish GJRA with the current effort Resident Project Representative (RPR) qualifications for GJRA approval. RPR as defined in Section 10 (Section 10-18) of the General Provisions.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to GJRA for review and comment, and distribute the final record.

Meetings:

- The Consultant will conduct a pre-construction conference. This meeting will be attended by five (5) consultant/subconsultant staff for two (2) hours and require overnight and air travel for three (3).

Result:

- The Consultant will prepare meeting minutes for each meeting. Minutes will be distributed to attendees and the FAA, if not present.

### **20.2 Coordinate and Schedule Project Team**

Methodology: The Consultant will contact subconsultants and internal team members to establish a preliminary schedule for their activities, arrange for security badging, and discuss access to the site. Subconsultants will be asked to attend the pre-construction conference(s). The Consultant will also coordinate additional meetings and/or site visits with interested parties (FAA, Contractors, subconsultants, etc.) as necessary to facilitate construction startup and minimize potential disruptions to Airport operations.

Meetings:

- The Consultant will conduct six (6) additional meetings and / or on-site visits with interested parties (FAA, Contractors, subconsultants, utilities, etc.). Meetings will be attended by three

(3) staff and will require overnight and air travel for two separate trips.

Result:

- The Consultant will coordinate with subconsultants for staffing and coordination as construction begins.

### **20.3 Finalize Construction Safety and Phasing Plan**

Methodology: The Consultant will finalize the FAA required Construction Safety and Phasing Plan (CSPP) and submit to GJRA and FAA for approval prior to construction. The CSPP for the project is required because of the transition from unrestricted work areas associated with the runway construction packages to the FY2024 Pavement Subbase 1/2 which requires work within the AOA. In addition, this CSPP will be coordinated with a new contractor that has not previously worked on the airport.

Meetings:

- Teleconferences with GJRA and FAA are included in Task 2.

Result:

- Construction Safety and Phasing Plan – Three (3) copies and electronic submittal

### **20.4 Prepare Project Files**

Methodology: The Consultant will verify that the construction contracts are in order, the Contractor has provided proof of insurance, the required bids have been completed, and the Contractor has been provided with adequate copies of the Construction Plans and Specifications. The Construction Plans and Specifications will be updated to include addenda items issued during the bidding process. The quantity sheets, testing sheets, and construction report format will be prepared. The Consultant will prepare Project files and equipment for use in the Field Office.

Meetings:

- None

Result:

- Construction Plans and Specifications Set – Ten (10) prints (two (2) full-size and eight (8) half-size sets of Plans; Ten (10) sets of specifications (8 ½" x 11"); One (1) full-sized set of plans in PDF format, one half-sized set of plans in PDF format and One (1) set of specifications in PDF format.

## **TASK 24-31 CONSTRUCTION ADMINISTRATION – FY2024 PAVEMENT SUBBASE – SCHEDULE 1**

Description: Construction administration tasks are organized to allow for one or multiple notices to proceed during the year, pending available funding.

The project is anticipated to be awarded under one new construction contract of either Schedule 1, OR Schedule 1 + 2.

The Schedule 1 of the project is expected to involve 365-calendar day on-site construction period with a 90-day mobilization period at the onset.

Bid Schedule 1, 30 days of mobilization and 365 days to complete

- Installation of subbase course
- Installation of underdrains and storm drainage
- Installation of electrical crossings

### **31.1 Construction Administration**

The CONSULTANT will provide the construction administration services required for the execution of the contract work by GJRA's chosen contractor. The CONSULTANT will observe the construction progress, and review and recommend for the Contractor's progress payment requests. The CONSULTANT will review and comment on project compliance issues for quality control testing performed by the Contractor. The CONSULTANT project management team will review the project on a weekly basis and will make site visits to monitor construction activities every other week.

The following services are included:

- Monitor construction activities for compliance with plans and specifications
- Provide interpretation of plans and specifications
- Supervise and coordinate subconsultant contracts for field inspection, and testing
- Review shop drawings and contractor submitted certificates for compliance with design concepts
- Review pay estimates and provide explanation of variation between the contract and final quantities
- Review weekly progress reports
- Meet with GJRA for consultation during construction
- Assist Airport with grant tracking and preparation of reimbursement requests
- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work
- Review materials reports prepared in accordance with the Construction Management Plan
- Verify that testing required by the specifications is performed
- Update record drawings during construction from redline and working drawings
- Review payroll reports and monitor contractor's compliance with paying employees, per Davis-Bacon Act requirements
- Monitor contractor's compliance with Disadvantaged Business Enterprise program
- Prepare FAA Sponsor's Risk Management Plan

Meetings:

- The CONSULTANT will perform thirty (30) site visits through the duration of the project to assist with project compliance and related items. The site visit will take place at GJRA and be attended by one staff member and require air travel and overnight lodging.

- The CONSULTANT will attend an expected thirty (30) weekly construction meetings either in-person and twenty five (25) via phone. In person attendance will include two (2) staff members including air travel and overnight lodging. All meetings will include attendance via teleconference by three (3) additional staff.

Each meeting has an additional two (1) hour by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- The CONSULTANT will assist field staff to monitor project progress, compliance, and changes.

### **31.2 Construction Observation**

While construction administration will be primarily conducted from the CONSULTANT's home office, construction observation will involve on-site services during construction.

This task includes construction management, and construction observation for the duration of the project. One full-time resident project representative (RPR) and one full-time construction observer (CO) will be assigned to this project. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, and report non-compliance issues to Airport. Weekly pictures required by FAA will be performed utilizing location specific photographs.

Average staffing level are anticipated to be required up to 12 hours per day, five days a week, for 365 calendar days for each staff member. The contract allows for night and weekend efforts which are estimated to be inclusive in the identified effort. Staffing levels will be adjusted based upon level of effort required, including reserve staff to cover overlapping shifts, assist in periods of increased need, and to allow for reasonable working shifts.

The following services will be provided:

- The RPR will maintain a daily diary to record the construction progress. The diary will be made available to GJRA upon request. The project diary will include weather conditions and temperature, job site conditions, work in progress and general location, equipment in use (including types and numbers), contractor and subcontractor work force and hours worked, materials delivered, any instructions to contractor, record of principal visitors, record of telephone conversations and any verbal instructions received and authorizations granted, quality assurance tests performed and results, engineering field force and hours worked, and delays to construction and the reason for delays. The diary may be in a bound book of good quality that is easy to handle and carry and may be held in multiple volumes due to the scale of this effort.
- Quality assurance topographical survey is planned on an on-call basis to verify construction survey layout concerns of work completed by the Contractor in accordance with "General Requirements and Covenants for Airport Construction" Section 50-06. CONSULTANT will provide verification survey and supplemental design survey in accordance with the plans and specifications. A total of 120 hours of a two-person survey crew is included for this effort.
- Observe construction activities for compliance with plans and specifications.
- The RPR will notify the contractor of failure of the work and/or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming

materials and will notify the contractor to suspend work in question, until such issues can be referred to GJRA and FAA for a decision.

- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT will prepare and negotiate interpretations and clarifications, additions, and deletions to change orders, and supplemental agreements as required. CONSULTANT will submit copies to Airport and the FAA for approval and signature before proceeding with the work. Additional design is not included in this scope.
- CONSULTANT will evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT will evaluate the contractor's suggestions on drawing and specification modification and report those suggestions to GJRA and the FAA.
- CONSULTANT will furnish GJRA and FAA with weekly construction progress and periodic inspection reports, including relevant photos.
- CONSULTANT will review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain records of construction progress.
- CONSULTANT will receive from contractor and review the required schedules, guarantees, bonds, inspection certificates, and tests.
- CONSULTANT will determine the amount owed to the contractor and will recommend those payment amounts in writing to the contractor. CONSULTANT will submit periodic payment recommendations to GJRA for concurrence. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's knowledge, information, and belief, the quality of such work is in accordance with the contract documents. CONSULTANT will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and measured in the field.
- CONSULTANT will conduct an inspection to determine if the work is completed and ready for final acceptance. After consultation with GJRA, the CONSULTANT will furnish the contractor with a list of items that were observed and require completion and correction.
- When the project is complete and ready for final acceptance, the CONSULTANT will arrange for inspection of the finished work by the FAA, Airport, contractor, and CONSULTANT. After final inspection and acceptance, the CONSULTANT will prepare and submit the final cost estimate for the work to GJRA.
- CONSULTANT will monitor the contractor's compliance to the project plans and specifications.
- CONSULTANT will monitor the contractor's compliance with the Construction Safety and Phasing Plan and bring non-compliance issues to the attention of the contractor.
- CONSULTANT will establish and conduct weekly construction progress meetings with the contractor to discuss issues such as safety, airfield security, schedules, runway and taxiway closures, environmental, material submittals, mix design approvals, field directives, request for information, contract change orders, quality control and assurance, and other items as appropriate.

#### Meetings:

- Meetings will be conducted as needed throughout the construction period and are not separately quantified. These meetings, inclusive in the overall time above include weekly construction meetings, teleconferences with the Airport, Engineer of Record, and coordination with Quality Assurance and Survey team members.

Result:

- The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. The field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to Airport, and record as-built changes.

### **31.3 Construction Stormwater Monitoring Permitting**

Methodology: State and local permitting requires an individual for Quality Assurance for compliance, including inspections and record keeping. The CONSULTANT shall provide a CDOT certified Transportation Erosion Control Supervisor or equivalent to monitor the SWMP for the program administered by the contractor.

Meetings:

- The SWMP program monitoring specialist will attend every other construction meeting and perform inspections as required for permit requirements including after each storm event.

Result:

- Review SWMP
- Weekly/post rainfall inspections including report to include review of discharge points, perimeter controls, sediment controls, and not overall pollution prevention and housekeeping practices.
- Digital photos as necessary to include BMP's problems identified, and progress in implement the SWMP.

### **31.4 Construction Quality Assurance Testing**

Methodology: Quality Assurance testing will be performed for the elements to be constructed in the project. One quality assurance CONSULTANT representative will be on-site as required to meet specifications. The CONSULTANT will review the material items listed below for general conformity in accordance with the approved plans and specifications for items identified as "Acceptance" testing. One full-time tester will be assigned to this project. One Geotechnical Engineer will be available to support review of results and Geotechnical recommendations. The field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in testing summary log, and report non-compliance issues to RPR. A certified geotechnical laboratory will be utilized to supervise the following field and laboratory efforts:

- P-152 Unclassified Excavation
  - Monitor Construction of Select Embankment Zones and Test Sections for compliance with Geotechnical recommendations
  - Perform one compaction test per 1000 square yards not less than 6" and not more than 12" lift
  - Observe proof rolling
- P-154 Subbase
  - Perform one compaction test per 1000 square yards not less than 6" and not more than 12" lift
- P-610 Structural Portland Cement Concrete
  - Testing per ASTM C172, C31, C39



Meetings:

- Meetings will be held as required to discuss test results and verify that results not meeting the specifications are resolved and at a minimum involve attendance at the weekly construction meetings.

Result:

- Quality Assurance testing will be performed and compiled in accordance with the specifications and reported following FAA NWMR construction closeout requirements.

### **31.5 Post-Construction Services**

As the on-site construction ends, the CONSULTANT will assist GJRA with necessary efforts to verify conformance with plans and specifications and document the project.

The following services are required for post construction activities:

- Complete Final Inspection and Documentation
- Prepare As-Built Plans, Equipment Manuals, Materials Book

Meetings:

- The CONSULTANT will perform one (1) site visit for the final inspection and confirmation of completion of punch list items. The site visit will take place at GJRA and be attended by two (2) staff and require air travel and overnight lodging.  
The meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- Final Inspection  
CONSULTANT will schedule and conduct a final inspection with GJRA, contractor, and FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a Final Punch List of those items.
- Final Punch List  
CONSULTANT will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. The correspondence will state the items in need of correction and will request a schedule for completion. CONSULTANT will send a copy to GJRA and include an additional copy in the project closeout report.
- Record Drawings  
CONSULTANT will assemble the as-built plans and survey provided by the contractor. The as-built plans will specify field constructed conditions, such as field surveying required to compute final quantities. Drawings will become record information. The CONSULTANT will provide GJRA Record Drawings in both PDF and hardcopy format. Working files utilized to generate record documents will be available upon request.
- Materials Book  
CONSULTANT will assemble the materials quality book for the project. The materials book will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to achieve satisfactory results. The Airport will receive both a PDF and hardcopy format of these documents.

- Airport Geographic Information Systems (AGIS) will not be updated.

### **31.6 Closeout Report**

Methodology: Upon completion of construction efforts associated with the project, a closeout report will be prepared documenting the completed activities according to associated grant funding for Schedule 5. The CONSULTANT will prepare a final closeout report prepared.

Meetings:

- The CONSULTANT will perform two (2) closeout report review calls.  
The meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- Closeout Report

## **TASK 24-32 CONSTRUCTION ADMINISTRATION – FY2024 PAVEMENT SUBBASE – SCHEDULE 2 2025 NTP**

Description: Construction administration tasks are organized to allow for one or multiple notices to proceed during the year, pending available funding.

The project is anticipated to be awarded under one new construction contract of either Schedule 1, OR Schedule 1 + 2.

The Schedule 2 2025 NTP of the project is expected to involve 400-calendar day on-site construction period.

Bid Schedule 2, an additional 400 days to complete 2025 Notice to Proceed

- Installation of subbase course
- Installation of underdrains and storm drainage
- Installation of electrical crossings

### **32.1 Construction Administration**

The CONSULTANT will provide the construction administration services required for the execution of the contract work by GJRA's chosen contractor. The CONSULTANT will observe the construction progress, and review and recommend for the Contractor's progress payment requests. The CONSULTANT will review and comment on project compliance issues for quality control testing performed by the Contractor. The CONSULTANT project management team will review the project on a weekly basis and will make site visits to monitor construction activities every other week.

The following services are included:

- Monitor construction activities for compliance with plans and specifications
- Provide interpretation of plans and specifications
- Supervise and coordinate subconsultant contracts for field inspection, and testing
- Review shop drawings and contractor submitted certificates for compliance with design concepts
- Review pay estimates and provide explanation of variation between the contract and final quantities
- Review weekly progress reports
- Meet with GJRA for consultation during construction
- Assist Airport with grant tracking and preparation of reimbursement requests
- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work
- Review materials reports prepared in accordance with the Construction Management Plan
- Verify that testing required by the specifications is performed
- Update record drawings during construction from redline and working drawings
- Review payroll reports and monitor contractor's compliance with paying employees, per Davis-Bacon Act requirements
- Monitor contractor's compliance with Disadvantaged Business Enterprise program
- Prepare FAA Sponsor's Risk Management Plan

Meetings:

- The CONSULTANT will perform thirty (30) site visits through the duration of the project to assist with project compliance and related items. The site visit will take place at GJRA and be attended by one staff member and require air travel and overnight lodging.

- The CONSULTANT will attend an expected thirty (30) weekly construction meetings either in-person and twenty five (25) via phone. In person attendance will include two (2) staff members including air travel and overnight lodging. All meetings will include attendance via teleconference by three (3) additional staff.

Each meeting has an additional two (1) hour by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- The CONSULTANT will assist field staff to monitor project progress, compliance, and changes.

### **32.2 Construction Observation**

While construction administration will be primarily conducted from the CONSULTANT's home office, construction observation will involve on-site services during construction.

This task includes construction management, and construction observation for the duration of the project. One full-time resident project representative (RPR) and one full-time construction observer (CO) will be assigned to this project. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, and report non-compliance issues to Airport. Weekly pictures required by FAA will be performed utilizing location specific photographs.

Average staffing level are anticipated to be required up to 12 hours per day, five days a week, for 400 calendar days for each staff member. The contract allows for night and weekend efforts which are estimated to be inclusive in the identified effort. Staffing levels will be adjusted based upon level of effort required, including reserve staff to cover overlapping shifts, assist in periods of increased need, and to allow for reasonable working shifts.

The following services will be provided:

- The RPR will maintain a daily diary to record the construction progress. The diary will be made available to GJRA upon request. The project diary will include weather conditions and temperature, job site conditions, work in progress and general location, equipment in use (including types and numbers), contractor and subcontractor work force and hours worked, materials delivered, any instructions to contractor, record of principal visitors, record of telephone conversations and any verbal instructions received and authorizations granted, quality assurance tests performed and results, engineering field force and hours worked, and delays to construction and the reason for delays. The diary may be in a bound book of good quality that is easy to handle and carry and may be held in multiple volumes due to the scale of this effort.
- Quality assurance topographical survey is planned on an on-call basis to verify construction survey layout concerns of work completed by the Contractor in accordance with "General Requirements and Covenants for Airport Construction" Section 50-06. CONSULTANT will provide verification survey and supplemental design survey in accordance with the plans and specifications. A total of 120 hours of a two-person survey crew is included for this effort.
- Observe construction activities for compliance with plans and specifications.
- The RPR will notify the contractor of failure of the work and/or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming

materials and will notify the contractor to suspend work in question, until such issues can be referred to GJRA and FAA for a decision.

- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT will prepare and negotiate interpretations and clarifications, additions, and deletions to change orders, and supplemental agreements as required. CONSULTANT will submit copies to Airport and the FAA for approval and signature before proceeding with the work. Additional design is not included in this scope.
- CONSULTANT will evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT will evaluate the contractor's suggestions on drawing and specification modification and report those suggestions to GJRA and the FAA.
- CONSULTANT will furnish GJRA and FAA with weekly construction progress and periodic inspection reports, including relevant photos.
- CONSULTANT will review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain records of construction progress.
- CONSULTANT will receive from contractor and review the required schedules, guarantees, bonds, inspection certificates, and tests.
- CONSULTANT will determine the amount owed to the contractor and will recommend those payment amounts in writing to the contractor. CONSULTANT will submit periodic payment recommendations to GJRA for concurrence. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's knowledge, information, and belief, the quality of such work is in accordance with the contract documents. CONSULTANT will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and measured in the field.
- CONSULTANT will conduct an inspection to determine if the work is completed and ready for final acceptance. After consultation with GJRA, the CONSULTANT will furnish the contractor with a list of items that were observed and require completion and correction.
- When the project is complete and ready for final acceptance, the CONSULTANT will arrange for inspection of the finished work by the FAA, Airport, contractor, and CONSULTANT. After final inspection and acceptance, the CONSULTANT will prepare and submit the final cost estimate for the work to GJRA.
- CONSULTANT will monitor the contractor's compliance to the project plans and specifications.
- CONSULTANT will monitor the contractor's compliance with the Construction Safety and Phasing Plan and bring non-compliance issues to the attention of the contractor.
- CONSULTANT will establish and conduct weekly construction progress meetings with the contractor to discuss issues such as safety, airfield security, schedules, runway and taxiway closures, environmental, material submittals, mix design approvals, field directives, request for information, contract change orders, quality control and assurance, and other items as appropriate.

#### Meetings:

- Meetings will be conducted as needed throughout the construction period and are not separately quantified. These meetings, inclusive in the overall time above include weekly construction meetings, teleconferences with the Airport, Engineer of Record, and coordination with Quality Assurance and Survey team members.

Result:

- The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. The field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to Airport, and record as-built changes.

### **32.3 Construction Stormwater Monitoring Permitting**

Methodology: State and local permitting requires an individual for Quality Assurance for compliance, including inspections and record keeping. The CONSULTANT shall provide a CDOT certified Transportation Erosion Control Supervisor or equivalent to monitor the SWMP for the program administered by the contractor.

Meetings:

- The SWMP program monitoring specialist will attend every other construction meeting and perform inspections as required for permit requirements including after each storm event.

Result:

- Review SWMP
- Weekly/post rainfall inspections including report to include review of discharge points, perimeter controls, sediment controls, and not overall pollution prevention and housekeeping practices.
- Digital photos as necessary to include BMP's problems identified, and progress in implement the SWMP.

### **32.4 Construction Quality Assurance Testing**

Methodology: Quality Assurance testing will be performed for the elements to be constructed in the project. One quality assurance CONSULTANT representative will be on-site as required to meet specifications. The CONSULTANT will review the material items listed below for general conformity in accordance with the approved plans and specifications for items identified as "Acceptance" testing. One full-time tester will be assigned to this project. One Geotechnical Engineer will be available to support review of results and Geotechnical recommendations. The field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in testing summary log, and report non-compliance issues to RPR. A certified geotechnical laboratory will be utilized to supervise the following field and laboratory efforts:

- P-152 Unclassified Excavation
  - Monitor Construction of Select Embankment Zones and Test Sections for compliance with Geotechnical recommendations
  - Perform one compaction test per 1000 square yards not less than 6" and not more than 12" lift
  - Observe proof rolling
- P-154 Subbase
  - Perform one compaction test per 1000 square yards not less than 6" and not more than 12" lift
- P-610 Structural Portland Cement Concrete
  - Testing per ASTM C172, C31, C39

Meetings:

- Meetings will be held as required to discuss test results and verify that results not meeting the specifications are resolved and at a minimum involve attendance at the weekly construction meetings.

Result:

- Quality Assurance testing will be performed and compiled in accordance with the specifications and reported following FAA NWMR construction closeout requirements.

### **32.5 Post-Construction Services**

As the on-site construction ends, the CONSULTANT will assist GJRA with necessary efforts to verify conformance with plans and specifications and document the project.

The following services are required for post construction activities:

- Complete Final Inspection and Documentation
- Prepare As-Built Plans, Equipment Manuals, Materials Book

Meetings:

- The CONSULTANT will perform one (1) site visit for the final inspection and confirmation of completion of punch list items. The site visit will take place at GJRA and be attended by two (2) staff and require air travel and overnight lodging.  
The meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- Final Inspection  
CONSULTANT will schedule and conduct a final inspection with GJRA, contractor, and FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a Final Punch List of those items.
- Final Punch List  
CONSULTANT will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. The correspondence will state the items in need of correction and will request a schedule for completion. CONSULTANT will send a copy to GJRA and include an additional copy in the project closeout report.
- Record Drawings  
CONSULTANT will assemble the as-built plans and survey provided by the contractor. The as-built plans will specify field constructed conditions, such as field surveying required to compute final quantities. Drawings will become record information. The CONSULTANT will provide GJRA Record Drawings in both PDF and hardcopy format. Working files utilized to generate record documents will be available upon request.
- Materials Book  
CONSULTANT will assemble the materials quality book for the project. The materials book will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to achieve satisfactory results. The Airport will receive both a PDF and hardcopy format of these documents.

- Airport Geographic Information Systems (AGIS) will not be updated.

### **32.6 Closeout Report**

Methodology: Upon completion of construction efforts associated with the project, a closeout report will be prepared documenting the completed activities according to associated grant funding for Schedule 5. The CONSULTANT will prepare a final closeout report prepared.

Meetings:

- The CONSULTANT will perform two (2) closeout report review calls.  
The meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- Closeout Report



## **TASK 24-33 CONSTRUCTION ADMINISTRATION – FY2024 PAVEMENT SUBBASE – SCHEDULE 2 2026 NTP**

Description: Construction administration tasks are organized to allow for one or multiple notices to proceed during the year, pending available funding.

The project is anticipated to be awarded under one new construction contract of either Schedule 1, OR Schedule 1 + 2.

The Schedule 2 2026 NTP of the project is expected to involve 116-calendar day on-site construction period.

Bid Schedule 2, an additional 116 days to complete 2026 NTP

- Installation of subbase course
- Installation of underdrains and storm drainage
- Installation of electrical crossings

### **33.1 Construction Administration**

The CONSULTANT will provide the construction administration services required for the execution of the contract work by GJRA's chosen contractor. The CONSULTANT will observe the construction progress, and review and recommend for the Contractor's progress payment requests. The CONSULTANT will review and comment on project compliance issues for quality control testing performed by the Contractor. The CONSULTANT project management team will review the project on a weekly basis and will make site visits to monitor construction activities every other week.

The following services are included:

- Monitor construction activities for compliance with plans and specifications
- Provide interpretation of plans and specifications
- Supervise and coordinate subconsultant contracts for field inspection, and testing
- Review shop drawings and contractor submitted certificates for compliance with design concepts
- Review pay estimates and provide explanation of variation between the contract and final quantities
- Review weekly progress reports
- Meet with GJRA for consultation during construction
- Assist Airport with grant tracking and preparation of reimbursement requests
- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work
- Review materials reports prepared in accordance with the Construction Management Plan
- Verify that testing required by the specifications is performed
- Update record drawings during construction from redline and working drawings
- Review payroll reports and monitor contractor's compliance with paying employees, per Davis-Bacon Act requirements
- Monitor contractor's compliance with Disadvantaged Business Enterprise program
- Prepare FAA Sponsor's Risk Management Plan

Meetings:

- The CONSULTANT will perform forty (40) site visits through the duration of the project to assist with project compliance and related items. The site visit will take place at GJRA and be attended by one staff member and require air travel and overnight lodging.

- The CONSULTANT will attend an expected forty (40) weekly construction meetings in-person and thirty (30) via phone. In person attendance will include two (2) staff members including air travel and overnight lodging. All meetings will include attendance via teleconference by three (3) additional staff.

Each meeting has an additional two (1) hour by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- The CONSULTANT will assist field staff to monitor project progress, compliance, and changes.

### **33.2 Construction Observation**

While construction administration will be primarily conducted from the CONSULTANT's home office, construction observation will involve on-site services during construction.

This task includes construction management, and construction observation for the duration of the project. One full-time resident project representative (RPR) and one full-time construction observer (CO) will be assigned to this project. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, and report non-compliance issues to Airport. Weekly pictures required by FAA will be performed utilizing location specific photographs.

Average staffing level are anticipated to be required up to 12 hours per day, five days a week, for 116 calendar days for each staff member. The contract allows for night and weekend efforts which are estimated to be inclusive in the identified effort. Staffing levels will be adjusted based upon level of effort required, including reserve staff to cover overlapping shifts, assist in periods of increased need, and to allow for reasonable working shifts.

The following services will be provided:

- The RPR will maintain a daily diary to record the construction progress. The diary will be made available to GJRA upon request. The project diary will include weather conditions and temperature, job site conditions, work in progress and general location, equipment in use (including types and numbers), contractor and subcontractor work force and hours worked, materials delivered, any instructions to contractor, record of principal visitors, record of telephone conversations and any verbal instructions received and authorizations granted, quality assurance tests performed and results, engineering field force and hours worked, and delays to construction and the reason for delays. The diary may be in a bound book of good quality that is easy to handle and carry and may be held in multiple volumes due to the scale of this effort.
- Quality assurance topographical survey is planned on an on-call basis to verify construction survey layout concerns of work completed by the Contractor in accordance with "General Requirements and Covenants for Airport Construction" Section 50-06. CONSULTANT will provide verification survey and supplemental design survey in accordance with the plans and specifications. A total of 120 hours of a two-person survey crew is included for this effort.
- Observe construction activities for compliance with plans and specifications.
- The RPR will notify the contractor of failure of the work and/or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming

materials and will notify the contractor to suspend work in question, until such issues can be referred to GJRA and FAA for a decision.

- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT will prepare and negotiate interpretations and clarifications, additions, and deletions to change orders, and supplemental agreements as required. CONSULTANT will submit copies to Airport and the FAA for approval and signature before proceeding with the work. Additional design is not included in this scope.
- CONSULTANT will evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT will evaluate the contractor's suggestions on drawing and specification modification and report those suggestions to GJRA and the FAA.
- CONSULTANT will furnish GJRA and FAA with weekly construction progress and periodic inspection reports, including relevant photos.
- CONSULTANT will review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain records of construction progress.
- CONSULTANT will receive from contractor and review the required schedules, guarantees, bonds, inspection certificates, and tests.
- CONSULTANT will determine the amount owed to the contractor and will recommend those payment amounts in writing to the contractor. CONSULTANT will submit periodic payment recommendations to GJRA for concurrence. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's knowledge, information, and belief, the quality of such work is in accordance with the contract documents. CONSULTANT will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and measured in the field.
- CONSULTANT will conduct an inspection to determine if the work is completed and ready for final acceptance. After consultation with GJRA, the CONSULTANT will furnish the contractor with a list of items that were observed and require completion and correction.
- When the project is complete and ready for final acceptance, the CONSULTANT will arrange for inspection of the finished work by the FAA, Airport, contractor, and CONSULTANT. After final inspection and acceptance, the CONSULTANT will prepare and submit the final cost estimate for the work to GJRA.
- CONSULTANT will monitor the contractor's compliance to the project plans and specifications.
- CONSULTANT will monitor the contractor's compliance with the Construction Safety and Phasing Plan and bring non-compliance issues to the attention of the contractor.
- CONSULTANT will establish and conduct weekly construction progress meetings with the contractor to discuss issues such as safety, airfield security, schedules, runway and taxiway closures, environmental, material submittals, mix design approvals, field directives, request for information, contract change orders, quality control and assurance, and other items as appropriate.

Meetings:

- Meetings will be conducted as needed throughout the construction period and are not separately quantified. These meetings, inclusive in the overall time above include weekly construction meetings, teleconferences with the Airport, Engineer of Record, and coordination with Quality Assurance and Survey team members.

Result:

- The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. The field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to Airport, and record as-built changes.

### **33.3 Construction Stormwater Monitoring Permitting**

Methodology: State and local permitting requires an individual for Quality Assurance for compliance, including inspections and record keeping. The CONSULTANT shall provide a CDOT certified Transportation Erosion Control Supervisor or equivalent to monitor the SWMP for the program administered by the contractor.

Meetings:

- The SWMP program monitoring specialist will attend every other construction meeting and perform inspections as required for permit requirements including after each storm event.

Result:

- Review SWMP
- Weekly/post rainfall inspections including report to include review of discharge points, perimeter controls, sediment controls, and not overall pollution prevention and housekeeping practices.
- Digital photos as necessary to include BMP's problems identified, and progress in implement the SWMP.

### **33.4 Construction Quality Assurance Testing**

Methodology: Quality Assurance testing will be performed for the elements to be constructed in the project. One quality assurance CONSULTANT representative will be on-site as required to meet specifications. The CONSULTANT will review the material items listed below for general conformity in accordance with the approved plans and specifications for items identified as "Acceptance" testing. One full-time tester will be assigned to this project. One Geotechnical Engineer will be available to support review of results and Geotechnical recommendations. The field staff will monitor compliance with plans and specifications, acquire field measurements, provide entries in testing summary log, and report non-compliance issues to RPR. A certified geotechnical laboratory will be utilized to supervise the following field and laboratory efforts:

- P-152 Unclassified Excavation
  - Monitor Construction of Select Embankment Zones and Test Sections for compliance with Geotechnical recommendations
  - Perform one compaction test per 1000 square yards not less than 6" and not more than 12" lift
  - Observe proof rolling
- P-154 Subbase
  - Perform one compaction test per 1000 square yards not less than 6" and not more than 12" lift
- P-610 Structural Portland Cement Concrete
  - Testing per ASTM C172, C31, C39

Meetings:

- Meetings will be held as required to discuss test results and verify that results not meeting the specifications are resolved and at a minimum involve attendance at the weekly construction meetings.

Result:

- Quality Assurance testing will be performed and compiled in accordance with the specifications and reported following FAA NWMR construction closeout requirements.

### **33.5 Post-Construction Services**

As the on-site construction ends, the CONSULTANT will assist GJRA with necessary efforts to verify conformance with plans and specifications and document the project.

The following services are required for post construction activities:

- Complete Final Inspection and Documentation
- Prepare As-Built Plans, Equipment Manuals, Materials Book

Meetings:

- The CONSULTANT will perform one (1) site visit for the final inspection and confirmation of completion of punch list items. The site visit will take place at GJRA and be attended by two (2) staff and require air travel and overnight lodging.  
The meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- Final Inspection  
CONSULTANT will schedule and conduct a final inspection with GJRA, contractor, and FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a Final Punch List of those items.
- Final Punch List  
CONSULTANT will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. The correspondence will state the items in need of correction and will request a schedule for completion. CONSULTANT will send a copy to GJRA and include an additional copy in the project closeout report.
- Record Drawings  
CONSULTANT will assemble the as-built plans and survey provided by the contractor. The as-built plans will specify field constructed conditions, such as field surveying required to compute final quantities. Drawings will become record information. The CONSULTANT will provide GJRA Record Drawings in both PDF and hardcopy format. Working files utilized to generate record documents will be available upon request.
- Materials Book  
CONSULTANT will assemble the materials quality book for the project. The materials book will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to achieve satisfactory results. The Airport will receive both a PDF and hardcopy format of these documents.

- Airport Geographic Information Systems (AGIS) will not be updated.

### **33.6 Closeout Report**

Methodology: Upon completion of construction efforts associated with the project, a closeout report will be prepared documenting the completed activities according to associated grant funding for Schedule 5. The CONSULTANT will prepare a final closeout report prepared.

#### Meetings:

- The CONSULTANT will perform two (2) closeout report review calls.  
The meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

#### Result:

- Closeout Report

## **TASK 24-41 PERMITTING SUPPORT – FY 2024 SUBBASE SCHEDULE 1**

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Description: The purpose of this task is to continue to support the ongoing airport and project permits with development of documentation for submittal by the airport and contractors. Topics requiring coordination include overall program schedule. This will be accomplished through scheduled coordination with agencies including GJRA, City of Grand Junction, Mesa County, Colorado Division of Water Resources (Dam Safety), and CONSULTANT.

### **41.1 Permitting Support**

Methodology: The CONSULTANT will organize documents to support permit requirements documentation submittals and participate in coordination meetings with airport and permitting agencies. Project permits to be supported include:

- City of Grand Junction Drainage Permit and State of Colorado Stormwater Detention and Infiltration Facility online portal
- Mesa County Construction Stormwater Permit
- Colorado State Erosion Control Dam Permits
- United States Army Corps of Engineers (USACE) Nationwide Permit (NWP)

Meetings:

- The CONSULTANT will attend up to six (6) teleconferences with permit agencies, which will take place on a quarterly basis, be attended by two (2) staff, and last one (1) hour. Each meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- CONSULTANT will prepare and distribute summaries to CONSULTANT Team, Airport and permitting agency.
- State of Colorado Stormwater Detention and Infiltration Facility online portal  
CONSULTANT will provide data for upload to the State of Colorado Stormwater Detention and Infiltration Facility online portal.
- Mesa County Construction Stormwater Permit  
Contractor is required to obtain permit coverage from Mesa County for a Construction Stormwater Permit. CONSULTANT will provide observation reporting to the contractor for permit closeout.
- Colorado State Erosion Control Dam Permits  
CONSULTANT will submit permit application for Leach C3 Erosion Control Dam including permit fee on behalf of the Airport. CONSULTANT will track the permit for approval prior to construction. CONSULTANT will prepare record drawings and construction completion closeout reports for constructed erosion control dams after project construction acceptance and submit to the State Dam Safety Engineer.
- United States Army Corps of Engineers Nationwide Permit  
CONSULTANT will document construction completion for areas of impact associated with FY 2023 Grading and Drainage Package with coverage under USACE NWP 14, Identification Number SPK-2010-00845. The existing NWPs are scheduled to be modified, reissued or revoked. CONSULTANT will track NWP expiration and apply for coverage under the renewed permits.

## **TASK 24-42 PERMITTING SUPPORT – FY 2024 SUBBASE SCHEDULE 2 2025 NTP**

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Description: The purpose of this task is to continue to support the ongoing airport and project permits with development of documentation for submittal by the airport and contractors. Topics requiring coordination include overall program schedule. This will be accomplished through scheduled coordination with agencies including GJRA, City of Grand Junction, Mesa County, Colorado Division of Water Resources (Dam Safety), and CONSULTANT.

### **42.1 Permitting Support**

Methodology: The CONSULTANT will organize documents to support permit requirements documentation submittals and participate in coordination meetings with airport and permitting agencies. Project permits to be supported include:

- City of Grand Junction Drainage Permit and State of Colorado Stormwater Detention and Infiltration Facility online portal
- Mesa County Construction Stormwater Permit
- Colorado State Erosion Control Dam Permits
- United States Army Corps of Engineers (USACE) Nationwide Permit (NWP)

Meetings:

- The CONSULTANT will attend up to six (6) teleconferences with permit agencies, which will take place on a quarterly basis, be attended by two (2) staff, and last one (1) hour. Each meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- CONSULTANT will prepare and distribute summaries to CONSULTANT Team, Airport and permitting agency.
- State of Colorado Stormwater Detention and Infiltration Facility online portal  
CONSULTANT will provide data for upload to the State of Colorado Stormwater Detention and Infiltration Facility online portal.
- Mesa County Construction Stormwater Permit  
Contractor is required to obtain permit coverage from Mesa County for a Construction Stormwater Permit. CONSULTANT will provide observation reporting to the contractor for permit closeout.
- Colorado State Erosion Control Dam Permits  
CONSULTANT will submit permit application for Leach C3 Erosion Control Dam including permit fee on behalf of the Airport. CONSULTANT will track the permit for approval prior to construction. CONSULTANT will prepare record drawings and construction completion closeout reports for constructed erosion control dams after project construction acceptance and submit to the State Dam Safety Engineer.
- United States Army Corps of Engineers Nationwide Permit  
CONSULTANT will document construction completion for areas of impact associated with FY 2023 Grading and Drainage Package with coverage under USACE NWP 14, Identification Number SPK-2010-00845. The existing NWPs are scheduled to be modified, reissued or revoked. CONSULTANT will track NWP expiration and apply for coverage under the renewed permits.



## **TASK 24-41 PERMITTING SUPPORT – FY 2024 SUBBASE SCHEDULE 2 2026 NTP**

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Description: The purpose of this task is to continue to support the ongoing airport and project permits with development of documentation for submittal by the airport and contractors. Topics requiring coordination include overall program schedule. This will be accomplished through scheduled coordination with agencies including GJRA, City of Grand Junction, Mesa County, Colorado Division of Water Resources (Dam Safety), and CONSULTANT.

### **43.1 Permitting Support**

Methodology: The CONSULTANT will organize documents to support permit requirements documentation submittals and participate in coordination meetings with airport and permitting agencies. Project permits to be supported include:

- City of Grand Junction Drainage Permit and State of Colorado Stormwater Detention and Infiltration Facility online portal
- Mesa County Construction Stormwater Permit
- Colorado State Erosion Control Dam Permits
- United States Army Corps of Engineers (USACE) Nationwide Permit (NWP)

Meetings:

- The CONSULTANT will attend up to six (6) teleconferences with permit agencies, which will take place on a quarterly basis, be attended by two (2) staff, and last one (1) hour. Each meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- CONSULTANT will prepare and distribute summaries to CONSULTANT Team, Airport and permitting agency.
- State of Colorado Stormwater Detention and Infiltration Facility online portal  
CONSULTANT will provide data for upload to the State of Colorado Stormwater Detention and Infiltration Facility online portal.
- Mesa County Construction Stormwater Permit  
Contractor is required to obtain permit coverage from Mesa County for a Construction Stormwater Permit. CONSULTANT will provide observation reporting to the contractor for permit closeout.
- Colorado State Erosion Control Dam Permits  
CONSULTANT will submit permit application for Leach C3 Erosion Control Dam including permit fee on behalf of the Airport. CONSULTANT will track the permit for approval prior to construction. CONSULTANT will prepare record drawings and construction completion closeout reports for constructed erosion control dams after project construction acceptance and submit to the State Dam Safety Engineer.
- United States Army Corps of Engineers Nationwide Permit  
CONSULTANT will document construction completion for areas of impact associated with FY 2023 Grading and Drainage Package with coverage under USACE NWP 14, Identification Number SPK-2010-00845. The existing NWPs are scheduled to be modified, reissued or revoked. CONSULTANT will track NWP expiration and apply for coverage under the renewed permits.

**EXHIBIT B - TASK ORDER SUMMARY**  
**Grand Junction Regional Airport**  
**Engineering Services - Runway 11/29 Relocation**  
**Scope of Services #16 - FY202 Pavement Subbase CA Schedules 1/2**

<b>Task</b>		<b>Mead &amp; Hunt</b>	<b>Jacobs</b>	<b>Ground</b>	<b>River City</b>	<b>Total</b>	<b>Terms</b>
<b>24-20</b>	<b>Preconstruction Services - FY 2024 Subbase Schedules 1/2</b>						<b>LS</b>
	Subtotal - Labor	\$ 39,942	\$ 23,490	\$ 960	\$ 836	\$ 65,228	
	Subtotal - Expense	\$ 5,940	\$ 7,840	\$ -	\$ 75	\$ 13,855	
<b>24-31</b>	<b>Construction Administration – FY2024 Subbase Schedule 1</b>						<b>T&amp;E</b>
	Subtotal - Labor	\$ 1,177,824	\$ 45,235	\$ 265,000	\$ 108,912	\$ 1,596,971	
	Subtotal - Expense	\$ 291,560	\$ 5,600	\$ 89,725	\$ 6,450	\$ 393,335	
<b>24-32</b>	<b>Construction Administration – FY2024 Subbase Schedule 2 2025 NTP</b>						<b>T&amp;E</b>
	Subtotal - Labor	\$ 1,318,204	\$ 45,135	\$ 276,640	\$ 113,320	\$ 1,753,299	
	Subtotal - Expense	\$ 323,954	\$ 5,830	\$ 95,045	\$ 6,708	\$ 431,537	
<b>24-33</b>	<b>Construction Administration – FY2024 Subbase Schedule 2 2026 NTP</b>						<b>T&amp;E</b>
	Subtotal - Labor	\$ 456,672	\$ 23,472	\$ 144,140	\$ 58,990	\$ 683,274	
	Subtotal - Expense	\$ 108,080	\$ 3,033	\$ 42,450	\$ 3,483	\$ 157,046	
<b>24-41</b>	<b>Permitting Support – FY2024 Subbase Schedule 1</b>						<b>T&amp;E</b>
	Subtotal - Labor	\$ 16,619	\$ -	\$ -	\$ 4,464	\$ 21,083	
	Subtotal - Expense	\$ 2,240	\$ -	\$ -	\$ -	\$ 2,240	
<b>24-42</b>	<b>Permitting Support – FY2024 Subbase Schedule 2 2025 NTP</b>						<b>T&amp;E</b>
	Subtotal - Labor	\$ 17,272	\$ -	\$ -	\$ 4,656	\$ 21,928	
	Subtotal - Expense	\$ 2,332	\$ -	\$ -	\$ -	\$ 2,332	
<b>24-43</b>	<b>Permitting Support – FY2024 Subbase Schedule 2 2026 NTP</b>						<b>T&amp;E</b>
	Subtotal - Labor	\$ 17,962	\$ -	\$ -	\$ 4,848	\$ 22,810	
	Subtotal - Expense	\$ 2,426	\$ -	\$ -	\$ -	\$ 2,426	
					<b>Total</b>	<b>\$ 5,167,364</b>	



EXHIBIT B - LABOR AND EXPENSE BY TASK  
 Grand Junction Regional Airport  
 Engineering Services - Runway 11/29 Relocation

Fee Estimate  
 5/17/2024

	Mead & Hunt								Jacobs				Ground				River City					Effort																																			
	Principal	Project Manager	Design Manager	Senior Engineer/CM3	Engineer III/CM2	Engineer I	CAD Tech	Admin Assistant	Project Manager	Senior Electrical Engineer	Electrical Engineer	Senior CAD Tech	Project Engineer	Senior Project Manager	Geologist	Technician	Project Lead Engineer	Professional Land Surveyor	Stormwater Tech	Field Surveyor	Field Tech	Admin Assistant	Mead & Hunt	Jacobs	Ground	River City	Total																														
	2024 Rate	\$ 288	\$ 271	\$ 252	\$ 186	\$ 135	\$ 110	\$ 114	\$ 89	\$ 250	\$ 205	\$ 190	\$ 155	\$ 150	\$ 150	\$ 200	\$ 90	\$ 160	\$ 165	\$ 93	\$ 243	\$ 93	\$ 83																																		
<b>24-41 Permitting Support – FY2024 Subbase Schedule 1</b>																																																									
Labor																																																									
Permitting Support	12								30				35				2				48					\$ 16,619.00	\$ -	\$ -	\$ 4,464.00	\$ 21,083.00																											
Subtotal - Labor Cost	\$ -	\$ 3,252.00	\$ 7,560.00	\$ -	\$ 4,725.00	\$ 220.00	\$ 684.00	\$ 178.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,464.00	\$ -	\$ -	\$ -	\$ 16,619.00	\$ -	\$ -	\$ 4,464.00	\$ 21,083.00																														
Expenses																																																									
Trips	1								1																																																
Days	2								2																																																
Air Travel	\$ 600.00	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00																														
Lodging	\$ 120.00	\$ -	\$ 240.00	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480.00	\$ -	\$ -	\$ -	\$ 480.00																														
Meals	\$ 65.00	\$ -	\$ 130.00	\$ 130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.00	\$ -	\$ -	\$ -	\$ 260.00																															
Vehicle	\$ 75.00	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00																															
Subtotal - Expense Cost	\$ -	\$ 1,120.00	\$ 1,120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,240.00	\$ -	\$ -	\$ -	\$ 2,240.00																															
Total 24-41																												\$					\$ 23,323.00																								
<b>24-42 Permitting Support – FY2024 Subbase Schedule 2 2025 NTP</b>																																																									
Labor																																																									
Permitting Support	12								30				35				2				48					\$ 17,272.00	\$ -	\$ -	\$ 4,656.00	\$ 21,928.00																											
Subtotal - Labor Cost	\$ -	\$ 3,252.00	\$ 7,560.00	\$ -	\$ 4,725.00	\$ 220.00	\$ 684.00	\$ 178.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,656.00	\$ -	\$ -	\$ -	\$ 17,272.00	\$ -	\$ -	\$ 4,656.00	\$ 21,928.00																														
Expenses																																																									
Trips	1								1																																																
Days	2								2																																																
Air Travel	\$ 624.00	\$ -	\$ 624.00	\$ 624.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,248.00	\$ -	\$ -	\$ -	\$ 1,248.00																														
Lodging	\$ 125.00	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00																														
Meals	\$ 68.00	\$ -	\$ 136.00	\$ 136.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272.00	\$ -	\$ -	\$ -	\$ 272.00																															
Vehicle	\$ 78.00	\$ -	\$ 156.00	\$ 156.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 312.00	\$ -	\$ -	\$ -	\$ 312.00																															
Subtotal - Expense Cost	\$ -	\$ 1,166.00	\$ 1,166.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,332.00	\$ -	\$ -	\$ -	\$ 2,332.00																															
Total 24-42																												\$					\$ 24,260.00																								
<b>24-43 Permitting Support – FY2024 Subbase Schedule 2 2026 NTP</b>																																																									
Labor																																																									
Permitting Support	12								30				35				2				48					\$ 17,962.00	\$ -	\$ -	\$ 4,848.00	\$ 22,810.00																											
Subtotal - Labor Cost	\$ -	\$ 3,516.00	\$ 8,160.00	\$ -	\$ 5,110.00	\$ 238.00	\$ 744.00	\$ 194.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,848.00	\$ -	\$ -	\$ -	\$ 17,962.00	\$ -	\$ -	\$ 4,848.00	\$ 22,810.00																														
Expenses																																																									
Trips	1								1																																																
Days	2								2																																																
Air Travel	\$ 649.00	\$ -	\$ 649.00	\$ 649.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,298.00	\$ -	\$ -	\$ -	\$ 1,298.00																														
Lodging	\$ 130.00	\$ -	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 520.00	\$ -	\$ -	\$ -	\$ 520.00																														
Meals	\$ 71.00	\$ -	\$ 142.00	\$ 142.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284.00	\$ -	\$ -	\$ -	\$ 284.00																															
Vehicle	\$ 81.00	\$ -	\$ 162.00	\$ 162.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 324.00	\$ -	\$ -	\$ -	\$ 324.00																															
Subtotal - Expense Cost	\$ -	\$ 1,213.00	\$ 1,213.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,426.00	\$ -	\$ -	\$ -	\$ 2,426.00																															
Total 24-43																												\$					\$ 25,236.00																								

**EXHIBIT B - RATE TABLE**

**Grand Junction Regional Airport**

**Engineering Services - Runway 11/29 Relocation**

**Scope of Services #16 - FY202 Pavement Subbase CA Schedules 1/2**

	2024		2024		2024		2024		2024
<b>Mead &amp; Hunt</b>	<b>Rate</b>	<b>Jacobs</b>	<b>Rate</b>	<b>Ground</b>	<b>Rate</b>	<b>River City</b>	<b>Rate</b>	<b>Expenses</b>	<b>Rate</b>
Principal	\$ 288	Project Manager	\$ 250	Project Engineer	\$ 150	Project Lead Engineer	\$ 160	Air Travel	\$ 600
Project Manager	\$ 271	Senior Electrical Engineer	\$ 205	Senior Project Manager	\$ 150	Professional Land Surveyor	\$ 165	Lodging	\$ 120
Design Manager	\$ 252	Electrical Engineer	\$ 190	Geologist	\$ 200	Stormwater Tech	\$ 93	Meals	\$ 65
Senior Engineer/ CM3	\$ 186	Senior CAD Tech	\$ 155	Technician	\$ 90	Field Surveyor	\$ 243	Vehicle	\$ 75
Engineer III/ CM2	\$ 135					Field Tech	\$ 93		
Engineer I	\$ 110					Admin Assistant	\$ 83		
CAD Tech	\$ 114								
Admin Assistant	\$ 89								

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

TOPIC:	Garver Task Order 16 for Runway 12/30 Pavement Subbase Schedules 1 and 2 Program Support
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve Garver Task Order 16 No. 16-1, 16-2, and 16-3 for \$1,326,300 to support Pavement Subbase Schedules 1 and 2 construction project and the ongoing runway replacement program and authorize the Executive Director to sign the Task Order.
SUMMARY:	<p>This task order represents engineering services to be performed by Garver as the program manager and owner’s representative to the Airport in conjunction with the pavement subbase Schedule 1 and 2 construction project. The specific tasks to be completed include:</p> <ul style="list-style-type: none"> <li>• Program refinement and scheduling by leading the coordination with other agencies including, the FAA Airport District Office and Air Traffic Organization, the City of Grand Junction, Mead &amp; Hunt, and GJRAA.</li> <li>• Schedule 1, Schedule 2 FY 2025 and Schedule 2 FY 2026 Pavement Subbase Construction Coordination include attending progress meetings, auditing FAA submittal documents, and attending stakeholder meetings.</li> </ul> <p>The scope of work was reviewed with the FAA to minimize overlap of services between Garver and Mead &amp; Hunt and to maximize grant eligibility. Additionally, GJRAA staff worked with Crawford, Murphy, &amp; Tilly Inc. to complete an independent fee estimate (IFE) to evaluate the proposed hours and project cost from Garver for this project. The proposed fee from Garver was reasonable based on FAA guidelines.</p> <p>Of the total estimated fee, \$1,180,200 is estimated to be AIP eligible and will be 90% funded by AIP Grants 82 and 83 and an anticipated 2025 AIP grant to fund schedule 2 FY-2026, and \$146,100 is estimated to be ineligible and is expected to be funded by GJRAA.</p>
REVIEWED BY:	Executive Director and Legal Counsel (Dan Reimer)
FISCAL IMPACT:	<p><b>Total Cost - \$1,326,300</b>          FAA funded through AIP grant – \$1,062,180          GJRAA Local AIP Grant Match &amp; Ineligible Work - \$264,120</p> <p>TO #16-1 – Subbase Schedule 1          Total - \$382,600          FAA - \$305,820          GJRAA - \$76,780 (includes 10% match and Ineligible work)          AIP grant GJT-082 executed Sept. 2024</p>

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TO #16-2 – Subbase Schedule 2 FY 2025  
Total - \$460,100  
FAA - \$368,415  
GJRAA - \$91,685 (includes 10% match and Ineligible work)  
AIP grant GJT-083 executed Sept. 2024

TO #16-3 – Subbase Schedule 2 FY 2026  
Total - \$483,600  
FAA - \$387,945  
GJRAA - \$95,655  
AIP grant TBD.

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ATTACHMENTS:	Garver Task Order No 16
STAFF CONTACT:	Angela Padalecki <a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a> Office: 970-248-8588

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**Task order No. 16-1  
to the  
Master Agreement  
For  
Professional Services  
Grand Junction Regional Airport Authority  
Program Manager  
Project No. 20A25305**





This TASK ORDER (“Task order”) is made by and between the **Grand Junction Regional Airport Authority** (hereinafter referred to as “**Authority**”) and **Garver, LLC**, (hereinafter referred to as “**Garver**”) in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on October 21, 2020 (the “Agreement”).

Under this Task order, the Authority intends to retain Garver to provide program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of two primary portions of work: **Program Refinement and Scheduling** and the **Schedule 1 Pavement Construction Coordination**.

Garver will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

## SECTION 1 - SCOPE OF SERVICES

1.1 Garver shall provide the following Services:

- 1.1.1 Services related to the development and maintenance of an overall Capital Improvement Plan that can be used to clearly communicate and report project status, project financial data, and timeline of future projects. These services include development of clear list of program constraints and a multi-year Capital Improvement Plan Schedule, coordination with stakeholders, GJRAA staff, the FAA, the design engineers, and the GJRAA Board to Optimize this program to maximize funding opportunities.
- 1.1.2 Services related to Schedule 1 Pavement Construction Coordination including quality control audit review, attendance at in-person meetings with GJRAA staff, City of Grand Junction staff, stakeholders, and the FAA as well as grant administration and coordination tasks as needed to facilitate timely project execution.
- 1.1.3 Refer to Exhibit A for additional Scope of Services.

1.2 In addition to those obligations set forth in the Agreement, Authority shall:

- 1.2.1 Give thorough consideration to all documents and other information presented by Garver and informing Garver of all decisions within a reasonable time so as not to delay the Services.
- 1.2.2 Make provision for the Personnel of Garver to enter public and private lands as required for Garver to perform necessary preliminary surveys and other investigations required under the applicable Task order.
- 1.2.3 Obtain the necessary lands, easements and right-of-way for the construction of the work. All costs associated with securing the necessary land interests, including property acquisition and/or easement document preparation, surveys, appraisals, and abstract work, shall be borne by the Authority outside of this Agreement, except as otherwise described in the Services under Section 1.1.
- 1.2.4 Furnish Garver such plans and records of construction and operation of existing facilities, available aerial photography, reports, surveys, or copies of the same, related to or bearing on the proposed work as may be in the possession of Authority. Such documents or data will be returned upon completion of the Services or at the request of Authority.



- 1.2.5 Furnish Garver a current boundary survey with easements of record plotted for the project property.
- 1.2.6 Pay all plan review and advertising costs in connection with the project.
- 1.2.7 Provide legal, accounting, and insurance counseling services necessary for the project and such auditing services as Authority may require.
- 1.2.8 Furnish permits, permit fees, and approvals from all governmental authorities having jurisdiction over the project and others as may be necessary for completion of the project.
- 1.2.9 Furnishing Garver a current geotechnical report for the proposed site of construction. Garver will coordinate with the geotechnical consultant, Authority has contracted with, on Authority's behalf for the project specific requested information.

## **SECTION 2 – PAYMENT**

The Authority will pay Garver for Service rendered at the rates shown in Exhibit B for each classification of Garver's personnel (may include contract staff classified at Garver's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The total amount paid to Garver under this Task order is estimated to be \$382,600.00. For informational purposes, Garver's hourly rate schedule is included herein with approximate current hourly rates for each employee classification. The rates shown in Exhibit B will be increased annually with the first increase effective on or about July 1, 2025.

Expenses other than salary costs that are directly attributable to performance of our Services will be billed as follows:

- 1. Direct cost for travel, long distance and wireless communications, outside reproduction and presentation material preparation, and mail/courier expenses.
- 2. Direct cost-plus ten percent (10%) for subcontract/subconsultant fees.
- 3. Charges similar to commercial rates for reports, plan sheets, presentation materials, etc.
- 4. The amount allowed by the federal government for mileage with an additional \$0.05 for survey trucks/vans.

Garver shall provide Authority notice when Garver is within ten percent (10%) of the not-to-exceed amount. In which event, Authority may direct Garver to proceed with the Services up to the not-to-exceed budgetary threshold before ceasing performance of the Services or increase the not-to-exceed amount with notice to Garver. Underruns in any phase may be used to offset overruns in another phase as long as the overall Task order amount is not exceeded. In no event shall the not-to-exceed amount be interpreted as a guarantee the Services can be performed for the not-to-exceed budgetary threshold.

## **SECTION 3 – APPENDICES**

- 3.1 The following Appendices are attached to and made a part of this Task order:
  - 3.1.1 Exhibit A – Garver Scope of Services
  - 3.1.2 Exhibit B – Garver Fee Summary

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



The effective date of this Task order shall be the last date written below.

Grand Junction Regional Airport Authority

GARVER, LLC

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

By: Colin Bible  
*Signature*

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

Name: Colin Bible, PE  
*Printed Name*

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

Title: Vice President

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

Date: 10/9/2024



**EXHIBIT A  
SCOPE OF SERVICES  
GRAND JUNCTION REGIONAL AIRPORT  
SCHEDULE 1 PAVEMENT CONSTRUCTION COORDINATION**

**1. General**

Generally, the Scope of Services includes program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of the **Program Refinement and Scheduling** and the **Schedule 1 Pavement Construction Coordination**.

**2. Program Refinement and Scheduling**

Garver will provide services related to the continuation of the development and advancement of the CIP through coordination with internal and external stakeholders, funding agencies, permitting agencies, and airport staff for Schedule 1 and 2 for program year 2024.

Garver will lead the facilitation of long-term coordination items with the FAA and the City of Grand Junction including FAA ADO and NAVAID Coordination, development of future grant scope limits to minimize operational impacts and maximize funding efficiency.

**3. Schedule 1 Pavement Construction Coordination**

Garver will provide services to support the Schedule 1 Pavement Construction including weekly progress meetings, in-person monthly progress meetings, auditing FAA submittal documents (airport-funded scope), and attending stakeholder meetings as required throughout the below anticipated timeframe.

- Schedule 1 = 365 days (52 weeks)

Additionally, Garver will work on non-AIP eligible items at the request of the airport on an as-needed basis.

**4. Project Deliverables**

The following will be submitted electronically to the Client, or others as indicated, by Garver:

- Updates to Overall CIP and Schedule
- Construction Audit Review Documents (airport-funded scope)
- As needed ACIP support documents, SF 271, SF 425 forms, and FAA Reporting Documents.
- Other electronic files as requested.

**5. Extra Work**

The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.



- Design of work related to the Runway Program.
- Submittals or deliverables in addition to those listed herein.
- Design of any utility relocation.
- Engineering, architectural, or other professional services beyond those listed herein.
- Retaining walls or other significant structural design.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- Construction Materials Testing.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

Extra Work will be as directed by the Client in writing for an additional fee as agreed upon by the Client and Garver.

**6. Schedule**

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Phase Description</u>	<u>Calendar Days</u>
Program Refinement and Scheduling (Schedule 1)	As needed
Schedule 1 Pavement Construction Coordination	As needed



**Exhibit B**  
**Grand Junction Regional Airport**  
**ACIP Program Management - Schedule 1 & 2 Pavement**  
**Construction Coordination**  
**Garver Hourly Rate Schedule: July 2024 - June 2025**

<b>Classification</b>	<b>Rates</b>
<hr/> <b>Engineers / Architects</b>	
E-1	\$ 167.00
E-2	\$ 197.00
E-3	\$ 231.00
E-4	\$ 273.00
E-5	\$ 334.00
E-6	\$ 413.00
E-7	\$ 474.00
<hr/> <b>Planners</b>	
P-1	\$ 202.00
P-2	\$ 239.00
P-3	\$ 271.00
P-4	\$ 305.00
P-5	\$ 344.00
<hr/> <b>Management / Administration</b>	
AM-1	\$ 98.00
AM-2	\$ 124.00
AM-3	\$ 197.00
AM-4	\$ 232.00

Agreement for Professional Services

## Exhibit B

### Grand Junction Regional Airport ACIP Program Management - Schedule 1 Pavement Construction Coordination

#### FEE SUMMARY

<b>Schedule 1</b>	<b>Estimated Fees</b>	
Program Refinement And Scheduling - Schedule 1	\$	150,300.00
Program Refinement And Scheduling - Schedule 1 Ineligible	\$	16,500.00
Schedule 1 Pavement Construction Coordination	\$	189,500.00
Schedule 1 Pavement Construction Coordination - Ineligible	\$	26,300.00
<b>Subtotal for Schedule 1</b>	<b>\$</b>	<b>382,600.00</b>

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 1**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	14		30			30
<b>Subtotal - Program Management</b>	<b>14</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO	30		14			
Coordination with GJT Administration	30		14	8		
Coordination with GJT regarding operational impacts	14		30	8		
Coordination with GJT ATC regarding operational impacts	14		14			
Coordination with Airlines regarding operational impacts	14		14	8		
Coordination with FAA Flight Procedures and Engineering Services	14		14			
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>116</b>	<b>0</b>	<b>100</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work	14		14	8	10	
<b>Subtotal - Program Refinement</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>8</b>	<b>10</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Milestones	14		30	14	14	
Schedule	14		30	14	14	
<b>Subtotal - Program Schedule Development</b>	<b>28</b>	<b>0</b>	<b>60</b>	<b>28</b>	<b>28</b>	<b>0</b>

**Hours** 172 0 204 60 38 30

**SUBTOTAL - SALARIES:** \$143,490.00

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly \$150.00  
 Postage/Freight/Courier \$75.00  
 Office Supplies/Equipment \$85.00  
 Travel Costs \$6,500.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** \$6,810.00

**SUBTOTAL:** \$150,300.00

**TOTAL FEE:** \$150,300.00



**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 1 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	14		30			30
<b>Subtotal - Program Management</b>	<b>14</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO						
Coordination with GJT Administration						
Coordination with GJT regarding operational impacts						
Coordination with GJT ATC regarding operational impacts						
Coordination with Airlines regarding operational impacts						
Coordination with FAA Flight Procedures and Engineering Services						
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work						
<b>Subtotal - Program Refinement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones						
Schedule						
<b>Subtotal - Program Schedule Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hours 14 0 30 0 0 30

**SUBTOTAL - SALARIES: \$16,432.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$68.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$68.00**

**SUBTOTAL: \$16,500.00**

**TOTAL FEE: \$16,500.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1 Pavement Construction Coordination**

**Schedule 1 Pavement Construction Coordination**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 52 weeks)	24		60		20	
Attend Weekly Progress Meetings (1 hrs/week for 52 weeks)	52		52			
Attend In-Person Monthly Progress Meetings (12 meetings)	96		96			
Audit Material Testing Reports (52 weeks)	28		72	16	14	
Audit FAA Reports (52 weeks)	28		28	16	14	
<b>Subtotal - Project Management</b>	<b>228</b>	<b>0</b>	<b>308</b>	<b>32</b>	<b>48</b>	<b>0</b>

**Hours** **228** **0** **308** **32** **48** **0**

**SUBTOTAL - SALARIES:** **\$176,608.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly \$300.00  
 Postage/Freight/Courier \$225.00  
 Office Supplies/Equipment \$167.00  
 Travel Costs \$12,200.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** **\$12,892.00**

**SUBTOTAL:** **\$189,500.00**

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

**TOTAL FEE:** **\$189,500.00**

## Exhibit B

### Grand Junction Regional Airport ACIP Program Management - Schedule 1 Pavement Construction Coordination

#### Schedule 1 Pavement Construction Coordination - Ineligible

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 52 weeks)	24		60		20	
Attend Weekly Progress Meetings (1 hrs/week for 52 weeks)						
Attend In-Person Monthly Progress Meetings (12 meetings)						
Audit Material Testing Reports (52 weeks)						
Audit FAA Reports (52 weeks)						
<b>Subtotal - Project Management</b>	<b>24</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>20</b>	<b>0</b>

**Hours** 24 0 60 0 20 0

**SUBTOTAL - SALARIES:** \$26,252.00

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$48.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** \$48.00

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**SUBTOTAL:** \$26,300.00

**SUBCONSULTANTS FEE:** \$0.00

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**TOTAL FEE:** \$26,300.00



**Task order No. 16-2  
to the  
Master Agreement  
For  
Professional Services  
Grand Junction Regional Airport Authority  
Program Manager  
Project No. 20A25305**



This TASK ORDER (“Task order”) is made by and between the **Grand Junction Regional Airport Authority** (hereinafter referred to as “**Authority**”) and **Garver, LLC**, (hereinafter referred to as “**Garver**”) in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on October 21, 2020 (the “Agreement”).

Under this Task order, the Authority intends to retain Garver to provide program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of two primary portions of work: **Program Refinement and Scheduling** and the **Schedule 2 – Part 1 Pavement Construction Coordination**.

Garver will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

## SECTION 1 - SCOPE OF SERVICES

1.1 Garver shall provide the following Services:

- 1.1.1 Services related to the development and maintenance of an overall Capital Improvement Plan that can be used to clearly communicate and report project status, project financial data, and timeline of future projects. These services include development of clear list of program constraints and a multi-year Capital Improvement Plan Schedule, coordination with stakeholders, GJRAA staff, the FAA, the design engineers, and the GJRAA Board to Optimize this program to maximize funding opportunities.
- 1.1.2 Services related to Schedule 2 – Part 1 Pavement Construction Coordination including quality control audit review, attendance at in-person meetings with GJRAA staff, City of Grand Junction staff, stakeholders, and the FAA as well as grant administration and coordination tasks as needed to facilitate timely project execution.
- 1.1.3 Refer to Exhibit A for additional Scope of Services.

1.2 In addition to those obligations set forth in the Agreement, Authority shall:

- 1.2.1 Give thorough consideration to all documents and other information presented by Garver and informing Garver of all decisions within a reasonable time so as not to delay the Services.
- 1.2.2 Make provision for the Personnel of Garver to enter public and private lands as required for Garver to perform necessary preliminary surveys and other investigations required under the applicable Task order.
- 1.2.3 Obtain the necessary lands, easements and right-of-way for the construction of the work. All costs associated with securing the necessary land interests, including property acquisition and/or easement document preparation, surveys, appraisals, and abstract work, shall be borne by the Authority outside of this Agreement, except as otherwise described in the Services under Section 1.1.
- 1.2.4 Furnish Garver such plans and records of construction and operation of existing facilities, available aerial photography, reports, surveys, or copies of the same, related to or bearing on the proposed work as may be in the possession of Authority. Such documents or data will be returned upon completion of the Services or at the request of Authority.



- 1.2.5 Furnish Garver a current boundary survey with easements of record plotted for the project property.
- 1.2.6 Pay all plan review and advertising costs in connection with the project.
- 1.2.7 Provide legal, accounting, and insurance counseling services necessary for the project and such auditing services as Authority may require.
- 1.2.8 Furnish permits, permit fees, and approvals from all governmental authorities having jurisdiction over the project and others as may be necessary for completion of the project.
- 1.2.9 Furnishing Garver a current geotechnical report for the proposed site of construction. Garver will coordinate with the geotechnical consultant, Authority has contracted with, on Authority's behalf for the project specific requested information.

## **SECTION 2 – PAYMENT**

The Authority will pay Garver for Service rendered at the rates shown in Exhibit B for each classification of Garver's personnel (may include contract staff classified at Garver's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The total amount paid to Garver under this Task order is estimated to be \$460,100.00. For informational purposes, Garver's hourly rate schedule is included herein with approximate current hourly rates for each employee classification. The rates shown in Exhibit B will be increased annually with the first increase effective on or about July 1, 2025.

Expenses other than salary costs that are directly attributable to performance of our Services will be billed as follows:

- 1. Direct cost for travel, long distance and wireless communications, outside reproduction and presentation material preparation, and mail/courier expenses.
- 2. Direct cost-plus ten percent (10%) for subcontract/subconsultant fees.
- 3. Charges similar to commercial rates for reports, plan sheets, presentation materials, etc.
- 4. The amount allowed by the federal government for mileage with an additional \$0.05 for survey trucks/vans.

Garver shall provide Authority notice when Garver is within ten percent (10%) of the not-to-exceed amount. In which event, Authority may direct Garver to proceed with the Services up to the not-to-exceed budgetary threshold before ceasing performance of the Services or increase the not-to-exceed amount with notice to Garver. Underruns in any phase may be used to offset overruns in another phase as long as the overall Task order amount is not exceeded. In no event shall the not-to-exceed amount be interpreted as a guarantee the Services can be performed for the not-to-exceed budgetary threshold.

## **SECTION 3 – APPENDICES**

- 3.1 The following Appendices are attached to and made a part of this Task order:
  - 3.1.1 Exhibit A – Garver Scope of Services
  - 3.1.2 Exhibit B – Garver Fee Summary

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



The effective date of this Task order shall be the last date written below.

Grand Junction Regional Airport Authority

GARVER, LLC

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

By: Colin Bible \_\_\_\_\_  
*Signature*

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

Name: Colin Bible, PE \_\_\_\_\_  
*Printed Name*

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

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

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

Date: 10/9/2024 \_\_\_\_\_



**EXHIBIT A  
SCOPE OF SERVICES  
GRAND JUNCTION REGIONAL AIRPORT  
SCHEDULE 2 – PART 1 PAVEMENT CONSTRUCTION COORDINATION**

**1. General**

Generally, the Scope of Services includes program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of the **Program Refinement and Scheduling** and the **Schedule 2 – Part 1 Pavement Construction Coordination**.

**2. Program Refinement and Scheduling**

Garver will provide services related to the continuation of the development and advancement of the CIP through coordination with internal and external stakeholders, funding agencies, permitting agencies, and airport staff for Schedule 2 – Part 1 for program years 2025.

Garver will lead the facilitation of long-term coordination items with the FAA and the City of Grand Junction including FAA ADO and NAVAID Coordination, development of future grant scope limits to minimize operational impacts and maximize funding efficiency.

**3. Schedule 2 Pavement Construction Coordination – Part 1**

Garver will provide services to support the Schedule 2 Pavement Construction – Part 1 including weekly progress meetings, in-person monthly progress meetings, auditing FAA submittal documents (airport-funded scope) and attending stakeholder meetings as required throughout the below anticipated timeframe.

- Schedule 2 – FY 25 = 400 days (57 weeks)

Additionally, Garver will work on non-AIP eligible items at the request of the airport on an as-needed basis.

**4. Project Deliverables**

The following will be submitted electronically to the Client, or others as indicated, by Garver:

- Updates to Overall CIP and Schedule
- Construction Audit Review Documents (airport-funded scope)
- As needed ACIP support documents, SF 271, SF 425 forms, and FAA Reporting Documents.
- Other electronic files as requested.

**5. Extra Work**

The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

- Design of work related to the Runway Program.





- Submittals or deliverables in addition to those listed herein.
- Design of any utility relocation.
- Engineering, architectural, or other professional services beyond those listed herein.
- Retaining walls or other significant structural design.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- Construction Materials Testing.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

Extra Work will be as directed by the Client in writing for an additional fee as agreed upon by the Client and Garver.

**6. Schedule**

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Phase Description</u>	<u>Calendar Days</u>
Program Refinement and Scheduling (Schedule 2)	As needed
Schedule 2 Pavement Construction Coordination	As needed

## Exhibit B

### Grand Junction Regional Airport ACIP Program Management - Schedule 2 - Part 1 Pavement Construction Coordination

#### FEE SUMMARY

<b>Schedule 2 - FY 25</b>	<b>Estimated Fees</b>
Program Refinement And Scheduling - Schedule 2 Fy 25	\$ 182,150.00
Program Refinement And Scheduling - Schedule 2 Fy 25 Ineligible	\$ 19,500.00
Schedule 2 Pavement Construction Coordination - Fy 25	\$ 227,200.00
Schedule 2 Pavement Construction Coordination - Fy 25 Ineligible	\$ 31,250.00
<b>Subtotal for Schedule 2 - FY 25</b>	<b>\$ 460,100.00</b>

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 1 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 25**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		36			30
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO	36		16			
Coordination with GJT Administration	36		16	8		
Coordination with GJT regarding operational impacts	16		36	8		
Coordination with GJT ATC regarding operational impacts	16		16			
Coordination with Airlines regarding operational impacts	16		16	8		
Coordination with FAA Flight Procedures and Engineering Services	16		16			
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>136</b>	<b>0</b>	<b>116</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work	16		16	8	16	
<b>Subtotal - Program Refinement</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>8</b>	<b>16</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones	16		36	16	16	
Schedule	16		36	16	16	
<b>Subtotal - Program Schedule Development</b>	<b>32</b>	<b>0</b>	<b>72</b>	<b>32</b>	<b>32</b>	<b>0</b>

**Hours** **200** **0** **240** **64** **48** **30**

**SUBTOTAL - SALARIES:** **\$174,110.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$165.00
Postage/Freight/Courier	\$85.00
Office Supplies/Equipment	\$90.00
Travel Costs	<u>\$7,700.00</u>

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** **\$8,040.00**

**SUBTOTAL:** **\$182,150.00**

**TOTAL FEE:** **\$182,150.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 1 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 25 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		36			30
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO						
Coordination with GJT Administration						
Coordination with GJT regarding operational impacts						
Coordination with GJT ATC regarding operational impacts						
Coordination with Airlines regarding operational impacts						
Services						
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work						
<b>Subtotal - Program Refinement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Milestones						
Schedule						
<b>Subtotal - Program Schedule Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hours 16 0 36 0 0 30

**SUBTOTAL - SALARIES: \$19,426.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly \$0.00  
 Postage/Freight/Courier \$0.00  
 Office Supplies/Equipment \$74.00  
 Travel Costs \$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$74.00**

**SUBTOTAL: \$19,500.00**

**TOTAL FEE: \$19,500.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 1 Pavement Construction Coordination**

**Schedule 2 Pavement Construction Coordination - FY 25**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)	57		57			
Attend In-Person Monthly Progress Meetings (14 meetings)	112		112			
Audit Material Testing Reports (57 weeks)	32		75	18	18	
Audit FAA Reports (115 weeks)	32		32	14	14	
<b>Subtotal - Project Management</b>	<b>263</b>	<b>0</b>	<b>341</b>	<b>32</b>	<b>52</b>	<b>0</b>

**Hours**   **263**                 **0**                 **341**                 **32**                 **52**                 **0**

**SUBTOTAL - SALARIES:**   **\$207,547.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly                         \$303.00  
Postage/Freight/Courier   \$250.00  
Office Supplies/Equipment   \$200.00  
Travel Costs   \$18,900.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:**                         **\$19,653.00**

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**SUBTOTAL:**   **\$227,200.00**

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**TOTAL FEE:**   **\$227,200.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 1 Pavement Construction Coordination**

**Schedule 2 Pavement Construction Coordination - FY 25 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)						
Attend In-Person Monthly Progress Meetings (14 meetings)						
Audit Material Testing Reports (57 weeks)						
Audit FAA Reports (115 weeks)						
<b>Subtotal - Project Management</b>	<b>30</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>20</b>	<b>0</b>

<b>Hours</b>	<b>30</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>20</b>	<b>0</b>
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**SUBTOTAL - SALARIES: \$31,145.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$105.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$105.00**

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**SUBTOTAL: \$31,250.00**

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**TOTAL FEE: \$31,250.00**



**Task order No. 16-3**  
**to the**  
**Master Agreement**  
**For**  
**Professional Services**  
**Grand Junction Regional Airport Authority**  
**Program Manager**  
**Project No. 20A25305**



This TASK ORDER (“Task order”) is made by and between the **Grand Junction Regional Airport Authority** (hereinafter referred to as “**Authority**”) and **Garver, LLC**, (hereinafter referred to as “**Garver**”) in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on October 21, 2020 (the “Agreement”).

Under this Task order, the Authority intends to retain Garver to provide program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of two primary portions of work: **Program Refinement and Scheduling** and the **Schedule 2 – Part 2 Pavement Construction Coordination**.

Garver will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

## SECTION 1 - SCOPE OF SERVICES

1.1 Garver shall provide the following Services:

- 1.1.1 Services related to the development and maintenance of an overall Capital Improvement Plan that can be used to clearly communicate and report project status, project financial data, and timeline of future projects. These services include development of clear list of program constraints and a multi-year Capital Improvement Plan Schedule, coordination with stakeholders, GJRAA staff, the FAA, the design engineers, and the GJRAA Board to Optimize this program to maximize funding opportunities.
- 1.1.2 Services related to Schedule 2 – Part 2 Pavement Construction Coordination including quality control audit review, attendance at in-person meetings with GJRAA staff, City of Grand Junction staff, stakeholders, and the FAA as well as grant administration and coordination tasks as needed to facilitate timely project execution.
- 1.1.3 Refer to Exhibit A for additional Scope of Services.

1.2 In addition to those obligations set forth in the Agreement, Authority shall:

- 1.2.1 Give thorough consideration to all documents and other information presented by Garver and informing Garver of all decisions within a reasonable time so as not to delay the Services.
- 1.2.2 Make provision for the Personnel of Garver to enter public and private lands as required for Garver to perform necessary preliminary surveys and other investigations required under the applicable Task order.
- 1.2.3 Obtain the necessary lands, easements and right-of-way for the construction of the work. All costs associated with securing the necessary land interests, including property acquisition and/or easement document preparation, surveys, appraisals, and abstract work, shall be borne by the Authority outside of this Agreement, except as otherwise described in the Services under Section 1.1.
- 1.2.4 Furnish Garver such plans and records of construction and operation of existing facilities, available aerial photography, reports, surveys, or copies of the same, related to or bearing on the proposed work as may be in the possession of Authority. Such documents or data will be returned upon completion of the Services or at the request of Authority.





- 1.2.5 Furnish Garver a current boundary survey with easements of record plotted for the project property.
- 1.2.6 Pay all plan review and advertising costs in connection with the project.
- 1.2.7 Provide legal, accounting, and insurance counseling services necessary for the project and such auditing services as Authority may require.
- 1.2.8 Furnish permits, permit fees, and approvals from all governmental authorities having jurisdiction over the project and others as may be necessary for completion of the project.
- 1.2.9 Furnishing Garver a current geotechnical report for the proposed site of construction. Garver will coordinate with the geotechnical consultant, Authority has contracted with, on Authority's behalf for the project specific requested information.

## **SECTION 2 – PAYMENT**

The Authority will pay Garver for Service rendered at the rates shown in Exhibit B for each classification of Garver's personnel (may include contract staff classified at Garver's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The total amount paid to Garver under this Task order is estimated to be \$483,600.00. For informational purposes, Garver's hourly rate schedule is included herein with approximate current hourly rates for each employee classification. The rates shown in Exhibit B will be increased annually with the first increase effective on or about July 1, 2025.

Expenses other than salary costs that are directly attributable to performance of our Services will be billed as follows:

- 1. Direct cost for travel, long distance and wireless communications, outside reproduction and presentation material preparation, and mail/courier expenses.
- 2. Direct cost-plus ten percent (10%) for subcontract/subconsultant fees.
- 3. Charges similar to commercial rates for reports, plan sheets, presentation materials, etc.
- 4. The amount allowed by the federal government for mileage with an additional \$0.05 for survey trucks/vans.

Garver shall provide Authority notice when Garver is within ten percent (10%) of the not-to-exceed amount. In which event, Authority may direct Garver to proceed with the Services up to the not-to-exceed budgetary threshold before ceasing performance of the Services or increase the not-to-exceed amount with notice to Garver. Underruns in any phase may be used to offset overruns in another phase as long as the overall Task order amount is not exceeded. In no event shall the not-to-exceed amount be interpreted as a guarantee the Services can be performed for the not-to-exceed budgetary threshold.

## **SECTION 3 – APPENDICES**

- 3.1 The following Appendices are attached to and made a part of this Task order:
  - 3.1.1 Exhibit A – Garver Scope of Services
  - 3.1.2 Exhibit B – Garver Fee Summary

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



The effective date of this Task order shall be the last date written below.

Grand Junction Regional Airport Authority

GARVER, LLC

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

By: Colin Bible  
*Signature*

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

Name: Colin Bible, PE  
*Printed Name*

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

Title: Vice President

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

Date: 10/9/2024



**EXHIBIT A  
SCOPE OF SERVICES  
GRAND JUNCTION REGIONAL AIRPORT  
SCHEDULE 2 – PART 2 PAVEMENT CONSTRUCTION COORDINATION**

**1. General**

Generally, the Scope of Services includes program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of the **Program Refinement and Scheduling** and the **Schedule 2 – Part 2 Pavement Construction Coordination**.

**2. Program Refinement and Scheduling**

Garver will provide services related to the continuation of the development and advancement of the CIP through coordination with internal and external stakeholders, funding agencies, permitting agencies, and airport staff for Schedule 2 -Part 2 for program year 2026.

Garver will lead the facilitation of long-term coordination items with the FAA and the City of Grand Junction including FAA ADO and NAVAID Coordination, development of future grant scope limits to minimize operational impacts and maximize funding efficiency.

**3. Schedule 2 Pavement Construction Coordination – Part 2**

Garver will provide services to support the Schedule 2 Pavement Construction – Part 2 including weekly progress meetings, in-person monthly progress meetings, auditing FAA submittal documents (airport-funded scope) and attending stakeholder meetings as required throughout the below anticipated timeframe.

- Schedule 2 – FY 26 = 400 days (57 weeks)

Additionally, Garver will work on non-AIP eligible items at the request of the airport on an as-needed basis.

**4. Project Deliverables**

The following will be submitted electronically to the Client, or others as indicated, by Garver:

- Updates to Overall CIP and Schedule
- Construction Audit Review Documents (airport-funded scope)
- As needed ACIP support documents, SF 271, SF 425 forms, and FAA Reporting Documents.
- Other electronic files as requested.



## 5. Extra Work

The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

- Design of work related to the Runway Program.
- Submittals or deliverables in addition to those listed herein.
- Design of any utility relocation.
- Engineering, architectural, or other professional services beyond those listed herein.
- Retaining walls or other significant structural design.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- Construction Materials Testing.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

Extra Work will be as directed by the Client in writing for an additional fee as agreed upon by the Client and Garver.

## 6. Schedule

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Phase Description</u>	<u>Calendar Days</u>
Program Refinement and Scheduling (Schedule 2)	As needed
Schedule 2 Pavement Construction Coordination	As needed

## Exhibit B

### Grand Junction Regional Airport ACIP Program Management - Schedule 2 - Part 2 Pavement Construction Coordination

#### FEE SUMMARY

<b>Schedule 2 - FY 26</b>	<b>Estimated Fees</b>
Program Refinement And Scheduling - Schedule 2 Fy 26	\$ 187,650.00
Program Refinement And Scheduling - Schedule 2 Fy 26 Ineligible	\$ 19,750.00
Schedule 2 Pavement Construction Coordination - Fy 26	\$ 243,400.00
Schedule 2 Pavement Construction Coordination - Fy 26 Ineligible	\$ 32,800.00
<b>Subtotal for Schedule 2 - FY 26</b>	<b>\$ 483,600.00</b>

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 26**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		32			32
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO	36		16			
Coordination with GJT Administration	36		16	8		
Coordination with GJT regarding operational impacts	16		32	8		
Coordination with GJT ATC regarding operational impacts	16		16			
Coordination with Airlines regarding operational impacts	16		16	8		
Coordination with FAA Flight Procedures and Engineering Services	16		16			
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>136</b>	<b>0</b>	<b>112</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work	16		16	8	16	
<b>Subtotal - Program Refinement</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>8</b>	<b>16</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones	16		32	16	16	
Schedule	16		32	16	16	
<b>Subtotal - Program Schedule Development</b>	<b>32</b>	<b>0</b>	<b>64</b>	<b>32</b>	<b>32</b>	<b>0</b>

**Hours** **200** **0** **224** **64** **48** **32**

**SUBTOTAL - SALARIES:** **\$178,968.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$180.00
Postage/Freight/Courier	\$95.00
Office Supplies/Equipment	\$107.00
Travel Costs	\$8,300.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** **\$8,682.00**

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**SUBTOTAL:** **\$187,650.00**

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**TOTAL FEE:** **\$187,650.00**

**Exhibit B****Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 2 Pavement Construction Coordination****Program Refinement and Scheduling - Schedule 2 FY 26 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		32			32
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO						
Coordination with GJT Administration						
Coordination with GJT regarding operational impacts						
Coordination with GJT ATC regarding operational impacts						
Coordination with Airlines regarding operational impacts						
Coordination with FAA Flight Procedures and Engineering Services						
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work						
<b>Subtotal - Program Refinement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones						
Schedule						
<b>Subtotal - Program Schedule Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Hours</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>
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<b>SUBTOTAL - SALARIES:</b>	<b>\$19,664.00</b>
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**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$86.00
Travel Costs	\$0.00

<b>SUBTOTAL - DIRECT NON-LABOR EXPENSES:</b>	<b>\$86.00</b>
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<b>SUBTOTAL:</b>	<b>\$19,750.00</b>
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<b>TOTAL FEE:</b>	<b>\$19,750.00</b>
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**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 2 Pavement Construction Coordination**

**Schedule 2 Pavement Construction Coordination - FY 26**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)	57		57			
Attend In-Person Monthly Progress Meetings (14 meetings)	112		112			
Audit Material Testing Reports (57 weeks)	32		75	18	18	
Audit FAA Reports (115 weeks)	32		32	14	14	
<b>Subtotal - Project Management</b>	<b>263</b>	<b>0</b>	<b>341</b>	<b>32</b>	<b>52</b>	<b>0</b>

<b>Hours</b>	<b>263</b>	<b>0</b>	<b>341</b>	<b>32</b>	<b>52</b>	<b>0</b>
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**SUBTOTAL - SALARIES: \$217,814.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$375.00
Postage/Freight/Courier	\$275.00
Office Supplies/Equipment	\$236.00
Travel Costs	\$24,700.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$25,586.00**

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**SUBTOTAL: \$243,400.00**

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**TOTAL FEE: \$243,400.00**



**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 2 - Part 2 Pavement Construction Coordination**

**Schedule 2 Pavement Construction Coordination - FY 26 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)						
Attend In-Person Monthly Progress Meetings (14 meetings)						
Audit Material Testing Reports (57 weeks)						
Audit FAA Reports (115 weeks)						
<b>Subtotal - Project Management</b>	<b>30</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>20</b>	<b>0</b>

**Hours**                                      **30**         **0**         **65**         **0**         **20**         **0**

**SUBTOTAL - SALARIES:**                                      **\$32,695.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$105.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:**                                      **\$105.00**

**SUBTOTAL:**                                      **\$32,800.00**

**TOTAL FEE:**                                      **\$32,800.00**



**EXHIBIT A  
SCOPE OF SERVICES  
GRAND JUNCTION REGIONAL AIRPORT  
SCHEDULE 1 AND 2 PAVEMENT CONSTRUCTION COORDINATION**

**1. General**

Generally, the Scope of Services includes program management consulting services related to capital projects at the Grand Junction Regional Airport. This program involves relocation of the primary commercial service Runway 11/29. The goal of this effort is to relocate the Runway with minimal operational impacts to aircraft users while maximizing FAA grant funding opportunities. This scope consists of the **Program Refinement and Scheduling** and the **Schedule 1 and Schedule 2 Pavement Construction Coordination**.

**2. Program Refinement and Scheduling**

Garver will provide services related to the continuation of the development and advancement of the CIP through coordination with internal and external stakeholders, funding agencies, permitting agencies, and airport staff for Schedule 1 and 2 for program years 2024, 2025, and 2026.

Garver will lead the facilitation of long-term coordination items with the FAA and the City of Grand Junction including FAA ADO and NAVAID Coordination, development of future grant scope limits to minimize operational impacts and maximize funding efficiency.

**3. Schedule 1 Pavement Construction Coordination**

Garver will provide services to support the Schedule 1 Pavement Construction including weekly progress meetings, in-person monthly progress meetings, auditing FAA submittal documents (airport-funded scope), and attending stakeholder meetings as required throughout the below anticipated timeframe.

- Schedule 1 = 365 days (52 weeks)

Additionally, Garver will work on non-AIP eligible items at the request of the airport on an as-needed basis.

**4. Schedule 2 Pavement Construction Coordination – FY 2025**

Garver will provide services to support the Schedule 2 Pavement Construction – FY 2025 including weekly progress meetings, in-person monthly progress meetings, auditing FAA submittal documents (airport-funded scope) and attending stakeholder meetings as required throughout the below anticipated timeframe.

- Schedule 2 – FY 25 = 400 days (57 weeks)

Additionally, Garver will work on non-AIP eligible items at the request of the airport on an as-needed basis.



## 5. Schedule 2 Pavement Construction Coordination – FY 2026

Garver will provide services to support the Schedule 2 Pavement Construction – FY 2026 including weekly progress meetings, in-person monthly progress meetings, auditing FAA submittal documents (airport-funded scope) and attending stakeholder meetings as required throughout the below anticipated timeframe.

- Schedule 2 – FY 26 = 400 days (57 weeks)

Additionally, Garver will work on non-AIP eligible items at the request of the airport on an as-needed basis.

## 6. Project Deliverables

The following will be submitted electronically to the Client, or others as indicated, by Garver:

- Updates to Overall CIP and Schedule
- Construction Audit Review Documents (airport-funded scope)
- As needed ACIP support documents, SF 271, SF 425 forms, and FAA Reporting Documents.
- Other electronic files as requested.

## 7. Extra Work

The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

- Design of work related to the Runway Program.
- Submittals or deliverables in addition to those listed herein.
- Design of any utility relocation.
- Engineering, architectural, or other professional services beyond those listed herein.
- Retaining walls or other significant structural design.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- Construction Materials Testing.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

Extra Work will be as directed by the Client in writing for an additional fee as agreed upon by the Client and Garver.



## 8. Schedule

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Phase Description</u>	<u>Calendar Days</u>
Program Refinement and Scheduling (Schedule 1)	As needed
Program Refinement and Scheduling (Schedule 2)	As needed
Schedule 1 Pavement Construction Coordination	As needed
Schedule 2 Pavement Construction Coordination	As needed

## Exhibit B

### Grand Junction Regional Airport ACIP Program Management - Schedule 1-2 Pavement Construction Coordination

#### FEE SUMMARY

<b>Schedule 1</b>	<b>Estimated Fees</b>
Program Refinement And Scheduling - Schedule 1	\$ 150,300.00
Program Refinement And Scheduling - Schedule 1 Ineligible	\$ 16,500.00
Schedule 1 Pavement Construction Coordination	\$ 189,500.00
Schedule 1 Pavement Construction Coordination - Ineligible	\$ 26,300.00
<b>Subtotal for Schedule 1</b>	<b>\$ 382,600.00</b>
<b>Schedule 2 - FY 25</b>	<b>Estimated Fees</b>
Program Refinement And Scheduling - Schedule 2 Fy 25	\$ 182,150.00
Program Refinement And Scheduling - Schedule 2 Fy 25 Ineligible	\$ 19,500.00
Schedule 2 Pavement Construction Coordination - Fy 25	\$ 227,200.00
Schedule 2 Pavement Construction Coordination - Fy 25 Ineligible	\$ 31,250.00
<b>Subtotal for Schedule 2 - FY 25</b>	<b>\$ 460,100.00</b>
<b>Schedule 2 - FY 26</b>	<b>Estimated Fees</b>
Program Refinement And Scheduling - Schedule 2 Fy 26	\$ 187,650.00
Program Refinement And Scheduling - Schedule 2 Fy 26 Ineligible	\$ 19,750.00
Schedule 2 Pavement Construction Coordination - Fy 26	\$ 243,400.00
Schedule 2 Pavement Construction Coordination - Fy 26 Ineligible	\$ 32,800.00
<b>Subtotal for Schedule 2 - FY 26</b>	<b>\$ 483,600.00</b>
<b>Total All Services</b>	<b>\$ 1,326,300.00</b>

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 1**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	14		30			30
<b>Subtotal - Program Management</b>	<b>14</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO	30		14			
Coordination with GJT Administration	30		14	8		
Coordination with GJT regarding operational impacts	14		30	8		
Coordination with GJT ATC regarding operational impacts	14		14			
Coordination with Airlines regarding operational impacts	14		14	8		
Coordination with FAA Flight Procedures and Engineering Services	14		14			
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>116</b>	<b>0</b>	<b>100</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work	14		14	8	10	
<b>Subtotal - Program Refinement</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>8</b>	<b>10</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Milestones	14		30	14	14	
Schedule	14		30	14	14	
<b>Subtotal - Program Schedule Development</b>	<b>28</b>	<b>0</b>	<b>60</b>	<b>28</b>	<b>28</b>	<b>0</b>

**Hours** 172 0 204 60 38 30

**SUBTOTAL - SALARIES:** \$143,490.00

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly \$150.00  
 Postage/Freight/Courier \$75.00  
 Office Supplies/Equipment \$85.00  
 Travel Costs \$6,500.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** \$6,810.00

**SUBTOTAL:** \$150,300.00

**TOTAL FEE:** \$150,300.00

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 1 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	14		30			30
<b>Subtotal - Program Management</b>	<b>14</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO						
Coordination with GJT Administration						
Coordination with GJT regarding operational impacts						
Coordination with GJT ATC regarding operational impacts						
Coordination with Airlines regarding operational impacts						
Coordination with FAA Flight Procedures and Engineering Services						
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work						
<b>Subtotal - Program Refinement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones						
Schedule						
<b>Subtotal - Program Schedule Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Hours** 14 0 30 0 0 30

**SUBTOTAL - SALARIES: \$16,432.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$68.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$68.00**

**SUBTOTAL: \$16,500.00**

**TOTAL FEE: \$16,500.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Schedule 1 Pavement Construction Coordination**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 52 weeks)	24		60		20	
Attend Weekly Progress Meetings (1 hrs/week for 52 weeks)	52		52			
Attend In-Person Monthly Progress Meetings (12 meetings)	96		96			
Audit Material Testing Reports (52 weeks)	28		72	16	14	
Audit FAA Reports (52 weeks)	28		28	16	14	
<b>Subtotal - Project Management</b>	<b>228</b>	<b>0</b>	<b>308</b>	<b>32</b>	<b>48</b>	<b>0</b>

<b>Hours</b>	<b>228</b>	<b>0</b>	<b>308</b>	<b>32</b>	<b>48</b>	<b>0</b>
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**SUBTOTAL - SALARIES: \$176,608.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$300.00
Postage/Freight/Courier	\$225.00
Office Supplies/Equipment	\$167.00
Travel Costs	\$12,200.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$12,892.00**

**SUBTOTAL: \$189,500.00**

**SUBCONSULTANTS FEE: \$0.00**

**TOTAL FEE: \$189,500.00**



**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Schedule 1 Pavement Construction Coordination - Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 52 weeks)	24		60		20	
Attend Weekly Progress Meetings (1 hrs/week for 52 weeks)						
Attend In-Person Monthly Progress Meetings (12 meetings)						
Audit Material Testing Reports (52 weeks)						
Audit FAA Reports (52 weeks)						
<b>Subtotal - Project Management</b>	<b>24</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>20</b>	<b>0</b>

**Hours** **24** **0** **60** **0** **20** **0**

**SUBTOTAL - SALARIES: \$26,252.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly \$0.00  
 Postage/Freight/Courier \$0.00  
 Office Supplies/Equipment \$48.00  
 Travel Costs \$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$48.00**

**SUBTOTAL: \$26,300.00**

**SUBCONSULTANTS FEE: \$0.00**

**TOTAL FEE: \$26,300.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 25**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		36			30
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO	36		16			
Coordination with GJT Administration	36		16	8		
Coordination with GJT regarding operational impacts	16		36	8		
Coordination with GJT ATC regarding operational impacts	16		16			
Coordination with Airlines regarding operational impacts	16		16	8		
Coordination with FAA Flight Procedures and Engineering Services	16		16			
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>136</b>	<b>0</b>	<b>116</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work	16		16	8	16	
<b>Subtotal - Program Refinement</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>8</b>	<b>16</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones	16		36	16	16	
Schedule	16		36	16	16	
<b>Subtotal - Program Schedule Development</b>	<b>32</b>	<b>0</b>	<b>72</b>	<b>32</b>	<b>32</b>	<b>0</b>

<b>Hours</b>	<b>200</b>	<b>0</b>	<b>240</b>	<b>64</b>	<b>48</b>	<b>30</b>
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**SUBTOTAL - SALARIES: \$174,110.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$165.00
Postage/Freight/Courier	\$85.00
Office Supplies/Equipment	\$90.00
Travel Costs	\$7,700.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$8,040.00**

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**SUBTOTAL: \$182,150.00**

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**TOTAL FEE: \$182,150.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 25 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		36			30
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO						
Coordination with GJT Administration						
Coordination with GJT regarding operational impacts						
Coordination with GJT ATC regarding operational impacts						
Coordination with Airlines regarding operational impacts						
Services						
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work						
<b>Subtotal - Program Refinement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Milestones						
Schedule						
<b>Subtotal - Program Schedule Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Hours</b>	<b>16</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>30</b>
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**SUBTOTAL - SALARIES: \$19,426.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$74.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$74.00**

**SUBTOTAL: \$19,500.00**

**TOTAL FEE: \$19,500.00**

Exhibit B

Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination

Schedule 2 Pavement Construction Coordination - FY 25

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)	57		57			
Attend In-Person Monthly Progress Meetings (14 meetings)	112		112			
Audit Material Testing Reports (57 weeks)	32		75	18	18	
Audit FAA Reports (115 weeks)	32		32	14	14	
<b>Subtotal - Project Management</b>	<b>263</b>	<b>0</b>	<b>341</b>	<b>32</b>	<b>52</b>	<b>0</b>

Hours	263	0	341	32	52	0
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**SUBTOTAL - SALARIES:** \$207,547.00

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$303.00
Postage/Freight/Courier	\$250.00
Office Supplies/Equipment	\$200.00
Travel Costs	\$18,900.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** \$19,653.00

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**SUBTOTAL:** \$227,200.00

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**TOTAL FEE:** \$227,200.00

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Schedule 2 Pavement Construction Coordination - FY 25 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)						
Attend In-Person Monthly Progress Meetings (14 meetings)						
Audit Material Testing Reports (57 weeks)						
Audit FAA Reports (115 weeks)						
<b>Subtotal - Project Management</b>	<b>30</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>20</b>	<b>0</b>

<b>Hours</b>	<b>30</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>20</b>	<b>0</b>
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<b>SUBTOTAL - SALARIES:</b>	<b>\$31,145.00</b>
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**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$0.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$105.00
Travel Costs	\$0.00

<b>SUBTOTAL - DIRECT NON-LABOR EXPENSES:</b>	<b>\$105.00</b>
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<b>SUBTOTAL:</b>	<b>\$31,250.00</b>
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<b>TOTAL FEE:</b>	<b>\$31,250.00</b>
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**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 26**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		32			32
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO	36		16			
Coordination with GJT Administration	36		16	8		
Coordination with GJT regarding operational impacts	16		32	8		
Coordination with GJT ATC regarding operational impacts	16		16			
Coordination with Airlines regarding operational impacts	16		16	8		
Coordination with FAA Flight Procedures and Engineering Services	16		16			
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>136</b>	<b>0</b>	<b>112</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work	16		16	8	16	
<b>Subtotal - Program Refinement</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>8</b>	<b>16</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Refine Program Schedule with Critical Path and Funding Milestones	16		32	16	16	
Schedule	16		32	16	16	
<b>Subtotal - Program Schedule Development</b>	<b>32</b>	<b>0</b>	<b>64</b>	<b>32</b>	<b>32</b>	<b>0</b>

**Hours** 200 0 224 64 48 32

**SUBTOTAL - SALARIES: \$178,968.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$180.00
Postage/Freight/Courier	\$95.00
Office Supplies/Equipment	\$107.00
Travel Costs	\$8,300.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$8,682.00**

**SUBTOTAL: \$187,650.00**

**TOTAL FEE: \$187,650.00**

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Program Refinement and Scheduling - Schedule 2 FY 26 Ineligible**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	P-4	AM-2
	hr	hr	hr	hr	hr	hr
<b>1. Program Management</b>						
Administration and Coordination	16		32			32
<b>Subtotal - Program Management</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>
<b>2. Coordination to Refine Program Constraints</b>						
Coordination with FAA ADO						
Coordination with GJT Administration						
Coordination with GJT regarding operational impacts						
Coordination with GJT ATC regarding operational impacts						
Coordination with Airlines regarding operational impacts						
Services						
<b>Subtotal - Coordination to Refine Program Constraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3. Program Refinement</b>						
Refine Cost Estimates/Scheduling for Units of Work						
<b>Subtotal - Program Refinement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4. Program Schedule Development</b>						
Milestones						
Schedule						
<b>Subtotal - Program Schedule Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Hours** 16 0 32 0 0 32

**SUBTOTAL - SALARIES:** \$19,664.00

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly \$0.00  
Postage/Freight/Courier \$0.00  
Office Supplies/Equipment \$86.00  
Travel Costs \$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES:** \$86.00

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**SUBTOTAL:** \$19,750.00

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**TOTAL FEE:** \$19,750.00

**Exhibit B**

**Grand Junction Regional Airport  
ACIP Program Management - Schedule 1-2 Pavement Construction Coordination**

**Schedule 2 Pavement Construction Coordination - FY 26**

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-1	AM-2	- Select Category -
	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>						
Administration and Coordination (2 hrs/week for 57 weeks)	30		65		20	
Attend Weekly Progress Meetings (1 hrs/week for 57 weeks)	57		57			
Attend In-Person Monthly Progress Meetings (14 meetings)	112		112			
Audit Material Testing Reports (57 weeks)	32		75	18	18	
Audit FAA Reports (115 weeks)	32		32	14	14	
<b>Subtotal - Project Management</b>	<b>263</b>	<b>0</b>	<b>341</b>	<b>32</b>	<b>52</b>	<b>0</b>

<b>Hours</b>	<b>263</b>	<b>0</b>	<b>341</b>	<b>32</b>	<b>52</b>	<b>0</b>
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**SUBTOTAL - SALARIES: \$217,814.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$375.00
Postage/Freight/Courier	\$275.00
Office Supplies/Equipment	\$236.00
Travel Costs	\$24,700.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$25,586.00**

**SUBTOTAL: \$243,400.00**

**TOTAL FEE: \$243,400.00**





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

TOPIC: Mead & Hunt Task Order #17 – Fiscal Year 2025 Engineering Services

PURPOSE: Information  Guidance  Decision

RECOMMENDATION: Approve Mead & Hunt Task Order #17 in the amount of \$382,173.00 to design the FY 2025 Final Drainage City Permitting Package, FAA NAVAID Relocation Design Coordination, and Relocate Primary and Secondary Airport Control and authorize the Executive Director to sign the Task Order.

SUMMARY: This task order represents the project management, coordination, and design services to be performed by Mead & Hunt in FY 2025 for the Runway Relocation Design.

- Design FY 2025 Final Drainage City Permitting Package: This design package includes the design of detention Ranchman Pond A-1 and associated stormwater controls; access road for Ranchman Pond A-1; and storm drain 24E. The deliverable includes permitting and approvals from City of Grand Junction, Mesa County Public Works Stormwater Division and the State of Colorado Division of Water Resources.
- FAA NAVAIDs Relocation Design Coordination: Mead and Hunt will provide monthly coordination and support for the FAA Reimbursable Agreement for the design of NAVAIDs to support the ultimate runway threshold.
- Relocate Primary and Secondary Airport Control: Mead and Hunt will provide engineering and surveying services necessary for the relocation of the PACS and SACS monuments and tie the monuments to the National Spatial Reference System (NSRS).

The eligible portions of the project are planned to be funded 90% by a future Airport Improvement Program grant with a 10% local match from the Authority.

The scope of work was reviewed by Garver as the program manager and the FAA. Additionally, the fee was reviewed by Garver and was sent to Crawford, Murphy and Tilly, INC. to complete an independent fee estimate (IFE). Based on the IFE and negotiations, the fee is deemed reasonable.

REVIEWED BY: Executive Director and CIP Manager

FISCAL IMPACT: **Total Cost - \$382,173.00**  
 Anticipated future FY25 grant:  
 FAA AIP grant (90%) - \$343,956.00  
 GJRAA Local Match (10%) - \$38,217.00

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ATTACHMENTS: Mead & Hunt Task Order #17

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STAFF CONTACT: Angela Padalecki  
[apadalecki@gairport.com](mailto:apadalecki@gairport.com)  
Office: 970-248-8588

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**TASK ORDER #17**

**TO**

**PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT**

**BETWEEN:** GRAND JUNCTION REGIONAL AIRPORT AUTHORITY (“CLIENT”)  
GRAND JUNCTION, COLORADO

**AND:** MEAD AND HUNT, INC. (“CONSULTANT”)  
A WISCONSIN CORPORATION

**TASK ORDER EFFECTIVE DATE:** \_\_\_\_\_ **2024**

**RECITALS**

This is the 17 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective January 18, 2024 between the CLIENT and CONSULTANT (“CONTRACT”).

**AGREEMENT**

1. Services to be provided:

Task 25-01                      Project Management  
Fee:                                \$73,746  
Payment Terms:                Lump Sum  
Expected Completion:        December 2025

Task 25-02                      Design FY 2025 Final Drainage City Permitting Package  
Fee:                                \$164,612  
Payment Terms:                Lump Sum  
Expected Completion:        December 2025

Task 25-03                      FAA NAVAID Relocation Design Coordination  
Fee:                                \$41,340  
Payment Terms:                Lump Sum  
Expected Completion:        December 2025

Task 25-04                      Relocate Primary and Secondary Airport Control  
Fee:                                \$102,475  
Payment Terms:                Lump Sum  
Expected Completion:        December 2025



2. Schedule. The project shall be completed Between October 2024 and December 2025.

3. Consideration.

CONSULTANT shall be compensated on a LUMP SUM basis of Three Hundred Eighty-Two Thousand One Hundred Seventy-Three Dollars (\$382,173), as described in the attached Exhibit A Scope of Services and Exhibit B Fee Sheet. 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. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: GRAND JUNCTION REGIONAL AIRPORT AUTHORITY

Approved by: MEAD AND HUNT, INC.

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

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

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

Name: Jeremy Lee

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

Title: Vice-President

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

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

**EXHIBIT A**  
**Grand Junction Regional Airport**  
**Runway 12/30 New Runway Program**  
**Fiscal Year 2025 Engineering Services**  
**Scope of Services #17**

**INTRODUCTION**

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The Grand Junction Regional Airport (GJRA) is a commercial service airport located in western Colorado in Grand Junction, Colorado, adjacent to the Colorado River, and Interstate I-70, approximately 28 miles from the Utah border.

The Program involves relocation of the primary commercial service runway 11/29 (RDG D-IV, CAT I ILS, 10,501' x 150'). The goal of this effort is to relocate the Runway with minimal impacts to aircraft users including maintaining IFR procedures, Navigational Aids etc. Future runway designation based on magnetic declination variance is 12/30.

This scope of services is for engineering design services and FAA coordination anticipated for funding by federal, state, and local grants.

This scope includes the following tasks:

Task 2025-01	Project Management
Task 2025-02	Design FY 2025 Final Drainage City Permitting Package
Task 2025-03	FAA NAVAID Relocation Design Coordination
Task 2025-04	Relocate Primary and Secondary Airport Control

Assumptions:

- Where this Scope of Services calls for GJRA action and information, it is the decision and responsibility of GJRA Project Manager to include and assign effort and responsibility to GJRA staff, resources, and stakeholders in mutually agreed upon response times.
- Media inquiries and public records requests will be directed to GJRA Project Manager and will be the responsibility of GJRA.
- The CONSULTANT has access to all existing data developed as part of the conceptual design elements required for the environmental efforts, AGIS survey information, topographical survey, phasing scenarios developed as part of the overall program.
- Project coordination with all relevant stakeholders is included in various tasks and will be accounted for based on the coordination's need for related deliverables.
- Evaluation of Safety Risk Management will be completed under a Notice of Proposed Construction (Form 7460) submittal to FAA for execution.

Exclusions:

- Program financial planning
- Program Management Tasks identified for coordination with GJRA

The CONSULTANT Team includes Mead & Hunt, Inc. (CONSULTANT), Jacobs, Ground Engineering, and River City Consulting. This Scope of Services was developed by the CONSULTANT with input from GJRA and FAA.

Level of effort and expense are quantified in the attached Fee Estimate and Schedule. The CONSULTANT will perform and invoice GJRA based upon mutually agreed upon terms.

## **TASK 2025-01 PROJECT MANAGEMENT**

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Description: Project management is a set of interrelated actions and processes performed by the Consultant to identify, assemble, and employ appropriate resources to accomplish the scope of services. This task defines the project management, and communication efforts that will be in place. The approach provides routine and timely coordination with GJRA Team, FAA, and the Consultant Team throughout the process.

### **2025-01.1 Project Administration**

Description: Project administration is an ongoing internal process to track project milestones, schedule, and budget.

Methodology: Project Administration duties include:

- Organizing the project team
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring task budgets
- Providing monthly progress summaries for invoicing

Result:

- The Consultant will prepare thirteen (13) monthly invoices and project progress summaries. Each project status report will include a summary of billing period activities and deliverables, upcoming activities and deliverables, project accomplishments and challenges, schedule updates, and a budget summary.

### **2025-01.2 Airport Coordination**

Description: The purpose of this task is to facilitate communication between the Consultant Team and GJRA Team, including GJRA Program Manager, to monitor and direct the programs strategic direction. This will be accomplished through bi-monthly scheduled coordination meetings.

Methodology: The Consultant will organize GJRA briefings to take place on bi-monthly teleconferences and in-person meetings. The Consultant will organize in-person meetings to discuss key project milestones.

Meetings:

- The Consultant will conduct twenty (20) GJRA briefings via teleconference. The purpose of each meeting will be to discuss the overall program status, identify next steps, potential challenges, monitor schedule, and adapt the implementation strategy to current events. The meetings will take place via teleconference, be attended by three (3) staff, and last for one (1) hour.
- The Consultant will conduct four (4) GJRA meetings. The purpose of each meeting will be to discuss the overall program status, identify next steps, potential challenges, monitor schedule, and adapt the implementation strategy to current events. Two (2) meetings will be Virtual and two (2) meetings will take place at GJRA, be attended by three (3) Staff, and require travel and overnight for staff.

Each meeting has an additional one (1) hour by two (2) Staff beyond the meeting duration for preparation and summary.

Result:

- Consultant will prepare and distribute meeting summaries to Consultant Team, GJRA and FAA if necessary.



## **TASK 2025-02 DESIGN FY 2025 FINAL DRAINAGE CITY PERMITTING PACKAGE**

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Description: On-site design/construction elements are organized to allow for a phased implementation of Program goals coordinated to work with available funding.

Building upon the design work completed in the 60% Overall Design package and 95% Pavement Design Package, work will be packaged to meet develop the Final Drainage City Permitting Package with available FAA funding in FY 2025. This effort is limited to design and submittal for city permitting.

Design work currently contemplated for this task includes:

- Schedule 8 (See Attachment 1: Schedule 8 Limits)
  - Detention Ranchman Pond A-1 and Associated Stormwater Controls
  - Access Road for Ranchman Pond A-1
  - Storm Drains 2021 C and 2025 E, and Associated Drainage Elements

For all schedules, drainage will be prioritized completing the Ranchman A-1 pond design and connecting Storm Drain 2021 C to Storm Drain 2025 E to the existing storm drain system, starting from the existing runway safety area (RSA) working towards the south across the existing runway. This criterion for this design will be to complete the drainage elements transition across the existing runway following the runway transition. Grading, pavement section elements and transition of runway lighting and Navigational aides will be designed under a separate package.

These schedules will also include permitting and approvals from City of Grand Junction, Mesa County Public Works Stormwater Division and the State of Colorado Division of Water Resources, Office of State Engineer.

### **Schedule 8**

An access road from the west side of Ranchman Pond A-1 up to the existing perimeter road will be designed to provide access to the pond for maintenance. In addition, Storm Drains 2021 C and 2025 E, and associated drainage structures will be installed to tie into the existing storm drain system. The drainage for Ranchman Pond A-1 will work per final design as all drainage elements will be installed with Ranchman Pond A-1 completion including an emergency overflow channel.

Assumptions include:

- 60% Overall Design and 95% Pavement Design Packages have been completed and provides significant components of design analysis.
- Drainage Permitting and Site Plan review with the City of Grand Junction will require 9 months from the completion of the 65% submittal.
- Geotechnical recommendations established in the overall runway program.

It is expected that these schedules will be ready for bidding in March 2026 pending FAA funding.

The following elements will be performed to develop a package for GJRA and FAA review in preparation for permitting.

### **2025-02.1 Developmental Design (65%)**

Methodology: The design direction developed in Overall 60% Design as well as the subsequent improvement packages (27.25 Road Relocation Design, 2019 Airfield Improvements Package 1 and

Grading and Drainage Schedules 1,2,3, 4, 5, 6, & 7, and 95% Pavement Design) will serve as the starting point to develop a project specific design package.

The following items are planned to deliver a 65% level design:

- Update Base Files  
Base files for the project will be updated to reflect current existing conditions and all project elements completed as part of the runway program to date.
- Topographical survey  
Primary survey was completed in 2017 Fiscal year Design Services. Supplemental survey will be requested to confirm field data and construction as-builts provided as required by the design team. Fifteen (15) additional hours of survey is allotted for verification survey efforts.
- Prepare Project Layout Sheet  
CONSULTANT will prepare a project layout sheet to depict the proposed improvements.
- Prepare Surface Drainage Analysis  
Overall drainage design was developed to a 60% design level in the Overall 60% Design. The basis of design, and the hydrology and hydraulics analysis for the regional stormwater management improvements associated with the Program were documented in the *Preliminary Drainage Report, Runway 11/29 Relocation Program*, prepared by Mead & Hunt, dated September 25, 2018. The drainage design and analysis were advanced with subsequent improvement packages. Drainage improvements will include the construction of a portion of the regional stormwater management improvements as defined in the Overall 60% Design and further defined in the subsequent design tasks and design work schedules in this Scope of Services. The current models and designs will be advanced to a 65% design level for the authorized design work schedules including confirmation of design approaches, recommended alternatives, and consideration of temporary connections to accommodate funding allocations. Runoff from construction site phasing will be evaluated for erosion control management. A Preliminary Drainage Report for the phased improvements will be prepared with this task.
- Prepare Grading Design  
Overall grading design has been developed outside of the Ranchman A-1 location. Localized grading design will be developed to provide for refinement for the pond area. The current models and designs will be advanced to a 65% design level for the authorized design work areas including confirmation of design approaches, and recommended alternatives.

Meetings:

- The CONSULTANT will conduct twelve (6) internal project team briefings, which will take place via teleconference on a weekly basis, be attended by up to five (5) staff, and last for one (1) hour.
- The CONSULTANT will conduct one (1) meeting with GJRA and the City of Grand Junction on site to review the Preliminary Drainage Report. The meeting will be attended by two (2) staff and require air travel and overnight. The meeting will last three (2) hours.

Each meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- Included in Design Packages:
  - Preliminary Drainage Report for FY 2025 Final Drainage City Permit Package

### 2025-02.2 Prepare 65% Plans

Methodology: The purpose of this subtask is to prepare a set of 65% preliminary plans depicting operations and phasing, geotechnical data, erosion control, demolition, geometrics, grading, drainage, cross-sections, and electrical improvements within the proposed project work area.

The following list of drawings will be used as a guideline. Additional drawings may be added during subsequent design phases, if required.

#### *General*

G-001	COVER SHEET
G-002	SHEET INDEX
G-003	LEGEND/ABBREVIATIONS/QUANTITIES
G-021	PROJECT LAYOUT PLAN
G-031	SCHEDULE LAYOUT AND ALIGNMENT PLAN

#### *Civil*

C-000 – 001	EROSION CONTROL PLANS
C-010 – 011	EROSION CONTROL DETAILS
D-100 – 101	DEMOLITION PLANS
C-100 – 108	GRADING PLANS
C-180 – 184	DETENTION POND
C-270 C-272	POND ACCESS ROAD
C-500 – 506	DRAINAGE PLANS AND DETAILS

Estimated number of sheets = 31

#### Meetings:

- Inclusive in Task 2025-02.1 project meetings

#### Result:

- The CONSULTANT will provide a 65% design package that includes the following:
  - Preliminary Plans – 11"x17"
  - Draft Technical Specifications
  - Preliminary construction cost estimate.

### 2025-02.3 Prepare 65% Contract Documents and Technical Specifications

Methodology: The CONSULTANT will assemble the contract documents and technical specifications necessary for the intended work, per below. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items and materials not covered by the FAA specifications.

- Prepare technical specifications
  - C-102 Temporary Air and Water Pollution, Soil Erosion, and Siltation Control
  - P-101 Preparation-Removal of Existing Pavements
  - P-152 Excavation, Subgrade, and Embankment
  - D-701 Pipe for Storm Drains and Culverts
  - D-751 Manholes, Catch Basins, Inlets and Inspection Holes
  - D-752 Concrete Culverts, Headwalls, and Miscellaneous Drainage Structures
  - D-754 Concrete Gutters, Ditches, and Flumes
  - T-901 Seeding
  - T-905 Topsoiling

- T-908 Mulching

The CONSULTANT will calculate necessary quantities for the work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.

- Prepare Preliminary Cost Estimate

The CONSULTANT will also prepare a Preliminary Construction Cost Estimate. The CONSULTANT will calculate estimated preliminary quantities and unit price estimates including appropriate contingencies.

Meetings:

- Included in Task 2025-02.1 project meetings

Result:

- Included in design package as defined above in task 2025-02.2

#### **2025-02.4 Design Coordination with GJRA and FAA**

Methodology: CONSULTANT will coordinate with the project team, GJRA, FAA, CDOT, and other applicable agencies to perform the work elements.

Meetings:

- The CONSULTANT will conduct two (1) design review meetings with GJRA and FAA to solicit input on the 65% efforts. The meetings will take place at GJRA and be attended by two (2) staff and require air travel and overnight. Each design review will last three (3) hours.

Each meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- The CONSULTANT will prepare meeting summaries for the predesign conference and design review meetings and provide to GJRA and the FAA.

#### **2025-02.5 Final Design (95% and Final)**

Methodology: Based upon the feedback received in the review of the design 65% Plans, documents will move forward to final design. Final design will include a 95% design package intended to be 100% complete design for FAA and GJRA review. Comments on the 95% design will be addressed and a final design package prepared and sealed by licensed professional engineers.

The following services are required to complete the final design:

- a) Prepare Final Surface Drainage Analysis and Final Storm Drainage Design

The 65% design models and designs will be advanced to a final design for the regional stormwater improvements included with this Scope of Services addressing design review comments from the 65% design review. A Draft Final Drainage Report will be prepared with this task. An unstamped draft will be submitted to GJRA, City of Grand Junction and Mesa County with the 95% design submittal for review. Upon receipt of any review comments, the Final Drainage Report, and models or design components as required, will be updated and finalized. The Final design submittal will include a Final Drainage Report stamped by a licensed professional engineer for certification by GJRA.

- b) Erosion Control Plan

The CONSULTANT will develop an Erosion Control Plan that is in accordance with best

management practices. The plan will include types of erosion control measures recommended for the site, in addition to information needed for the NPDES permitting application. The Plan is expected to include (but not limited to):

- Project Location
- Size of Disturbance of Project
- Amount of Impervious Surface
- Hydrologic Classification of Site
- Receiving Waters
- Site Drainage Overview

The CONSULTANT will prepare and submit a Construction Stormwater Management Plan along with the Erosion Control Plan to Mesa County to obtain coverage under the CDHPE storm water general permit for the construction activities.

c) Prepare Project Specific Specification Adjustments

The CONSULTANT will prepare a Request for Project Specific Specification Adjustments of Federal Construction Standards. Copies will be forwarded to the FAA along with final plans, contract documents, specifications, and the Final Drainage Report. Project Specific Specification Adjustments will be included in the Final Drainage Report.

d) Update Plans to 95%

e) Update Specifications to 95%

f) Update Cost Estimate to 95%

g) Prepare and Submit Final Plans and Specifications

A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during GJRA and FAA review of the 95% submittal.

h) Prepare and Submit Cost Estimate

Using the final quantities calculated following the preparation of the plans and specifications, the CONSULTANT will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and databases.

Meetings:

- The CONSULTANT will conduct one (1) design review meetings with GJRA and FAA to solicit input on the 95% efforts. The meetings will take place at GJRA and be attended by two (2) staff and require air travel and overnight. Each design review will last three (3) hours.
- The CONSULTANT will conduct one (1) meeting with GJRA, the City of Grand Junction and Mesa County on site to review the Final Drainage Report draft (95% design). The meetings will take place at the City of Grand Junction Offices and be attended by three (3) staff and require air travel and overnight. Each design review will last three (3) hours.

Each meeting has an additional two (2) hours by two (2) CONSULTANT staff beyond the meeting duration for preparation and summary.

Result:

- The CONSULTANT will provide the 95% design package which will include:
  - 95% Final Plans – 11"x17"
  - 95% Contractual Documents
  - Draft Technical Specifications
  - Draft Final Drainage Report
  - Construction Stormwater Management Plan

- 95% Cost Estimate
- The CONSULTANT will provide the final design package which will include:
  - Final Plans – 11"x17"
  - Final Technical Specifications
  - Final Drainage Report
  - Construction Stormwater Management Plan
  - Final Cost Estimate

### **TASK 2025-03 FAA NAVAID RELOCATION DESIGN COORDINATION**

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Description: This task defines the efforts necessary to support construction of FAA Reimbursable Agreement for relocation of the Runway 11/29 threshold.

A critical aspect of the Runway 12-30 new runway project is the operational relocation of the ILS. Completion of the ILS requires completion of a full parallel Taxiway A and full-length runway at opening.

Methodology: This scope of work assumes twelve (12) monthly coordination calls will be required between the FAA, and the Consultant team to integrate the ILS planning with the continued new runway development design, bidding, and construction schedules.

#### Meetings:

- The Consultant Team will attend twelve (12) teleconference meetings to discuss status of the overall runway realignment program and gather status of the ILS construction team from the FAA. The meeting will last for one (1) hour and will be attended by three (3) Consultant staff. Each meeting has an additional four hours by two Consultant staff beyond the meeting duration for preparation FAA requested support information and meeting summary.

#### Result:

The Consultant will support FAA ILS development planning with exhibits of coordination topics and review draft reimbursable agreements.

## **TASK 2025-04 RELOCATE PRIMARY AND SECONDARY AIRPORT CONTROL**

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Description: The Scope of Work shall include all necessary services related to the completion establishing Primary and Secondary Airport Control.

The Advisory Circulars (AC) identified below, detail the data collection requirements and accuracies for the project and verification by the National Geodetic Survey (NGS).

- AC 150/5300-16(Current) “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.”
- AC 150/5300-17(Current) “General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey.”
- AC 150/5300-18(Current) “General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.”
- Supplemental Instructions specific to any surveyed airport, identifying any additional survey requirements of the airport Sponsor.

Data collected to the tolerances specified in the above Advisory Circulars are:

- collection and geo-referencing of existing one primary and one secondary airport control points
- collection of all the runway end positions at the airport including orthometric and ellipsoid elevations/heights

### **2025-04.1 Project Services**

Specific services shall include:

- Prior to commencement of fieldwork, the Consultant will submit Survey and Quality Control Plans to the FAA Airport Surveying – GIS Program Manager via the FAA-GIS web site for review and approval. The Survey and Quality Control plan will include all items as required by FAA AC 150/5300-16(Current) and FAA AC 150/5300-18(Current). No fieldwork will be performed prior to review and acceptance of the plan by the governing agencies. Special circumstances, which may impact the team’s approach to completion of fieldwork, must also be taken into account.
- The Consultant shall tie the airport survey to the National Spatial Reference System (NSRS) through a temporary connection processed through the NGS Online User Positioning System as outlined in AC 150/5300-16(Current).
- The Consultant shall establish two permanent survey marks, one Primary Airport Control Station (PACS) and one Secondary Airport Control Station (SACS) in accordance with AC 150/5300-16(Current). Locations for new control points will be coordinated by Consultant with the airport to protect against planned maintenance, access and development.
- The Consultant shall submit all data collected in the format specified in the Advisory Circulars to the FAA Airport Surveying-GIS Program. The Airport Surveying-GIS program provides access to the system solely to the airport Sponsor. However, the Sponsor may provide their access credentials to a Consultant on a temporary project specific basis, with responsibility for the accuracy and completeness of the data remaining the responsibility of the airport Sponsor. All data submissions to the FAA will be through the program’s web site at <http://airports-gis.faa.gov>. The web site also provides guidance on the proper preparation of data for NGS for validation.
- The Consultant shall submit periodic project status reports to the Sponsor. The reports shall contain progress updates and any significant issues with the project including deviations from the planned schedule. At the conclusion of this contract all data collected will be turned over to the Airport Sponsor. This task shall be completed within a time frame to be negotiated from Notice-To-Proceed.

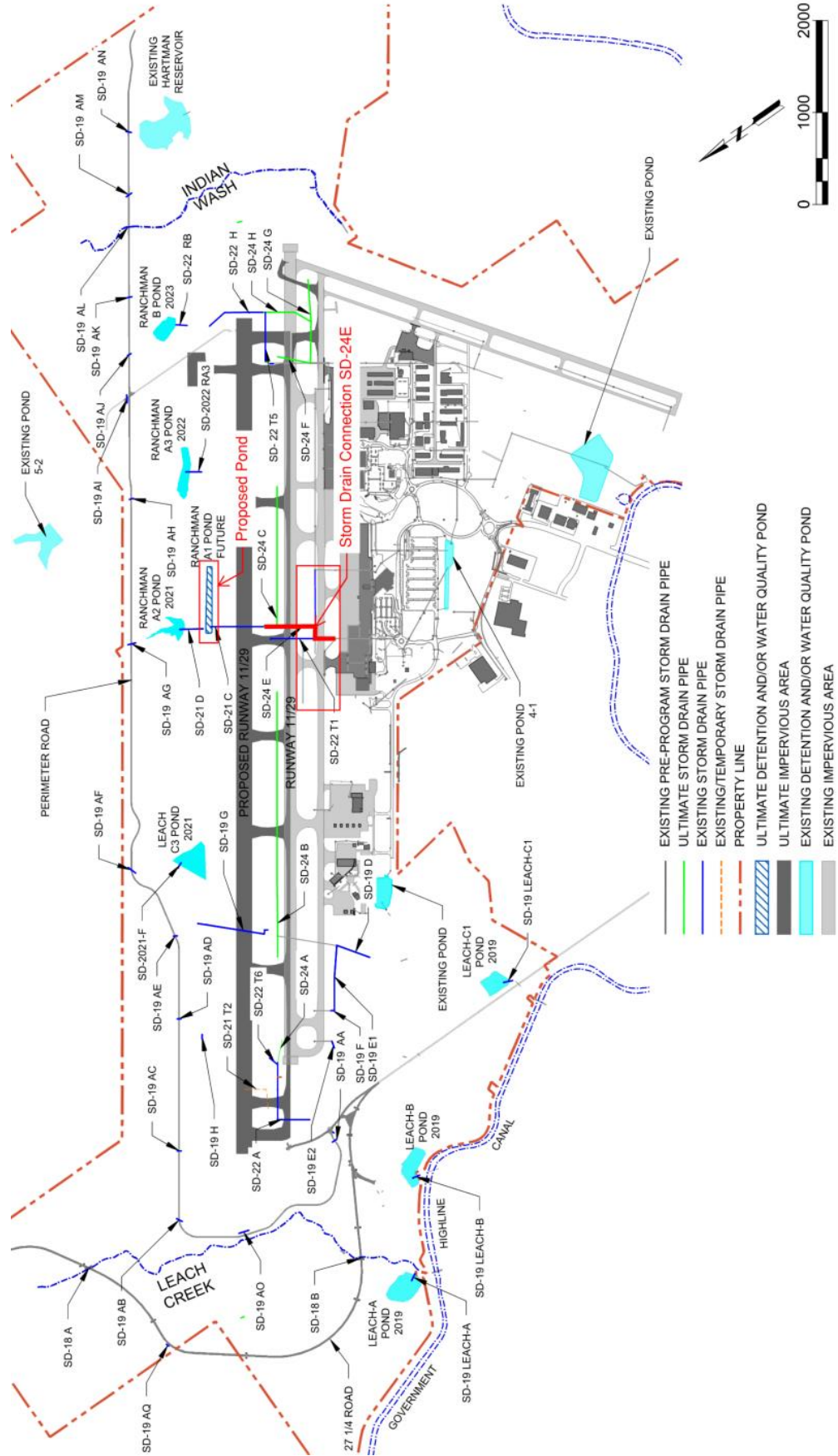


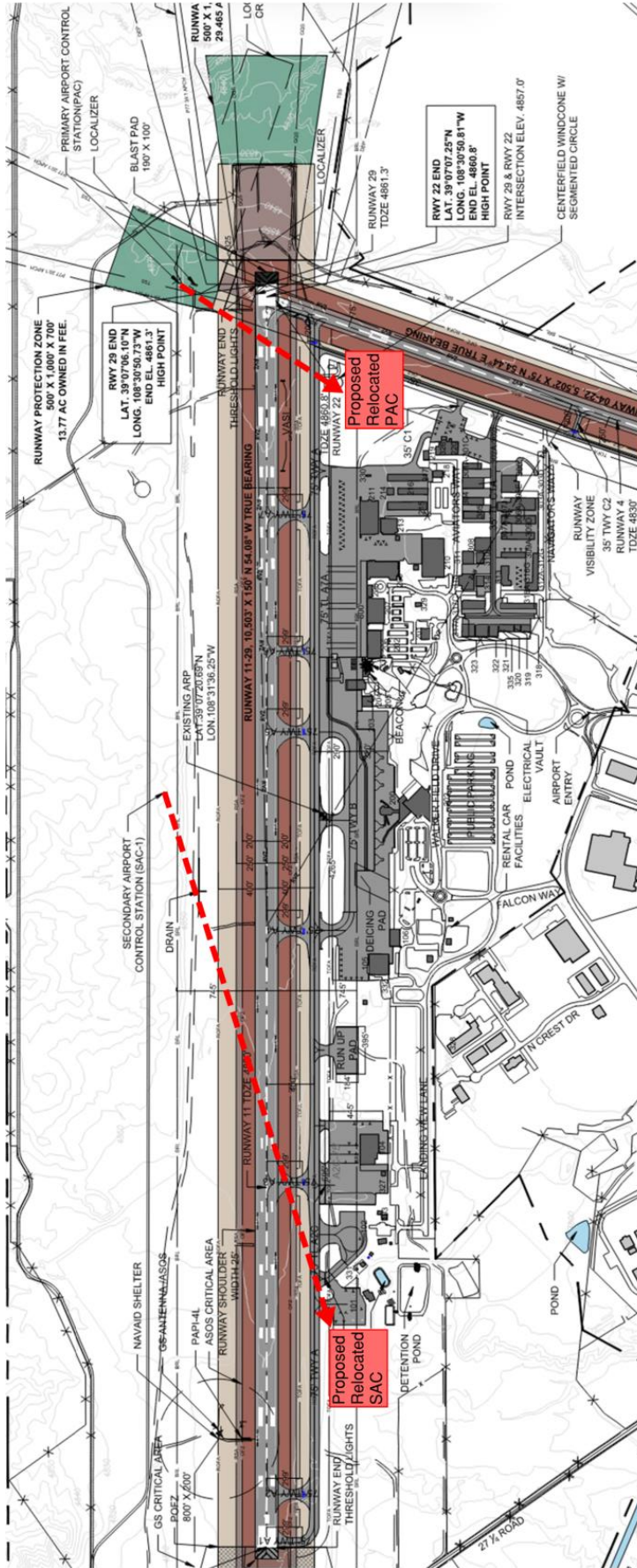
- Eliminate existing Airport Control Primary, one Second Airport Control points and Point 100 from NGS databases while coordinating replacement with new Site Control.

Result:

Prior to commencing work the Consultant shall provide the following:

- Identify the project surveyor who shall coordinate performance of tasks required by FAA and USGS and shall be a registered licensed professional land surveyor in the United States.
- Description of the methodology for surveying/consulting services to be provided in the Scope of Work (identify action items, timeliness, necessary Airport resources and information).
- Document(s) detailing how the Consultant will manage, track, and oversee the project execution from start to finish. The Consultant will identify any project management software/tools they expect to use.
- A project schedule identifying the milestones through the life of the project.





PROPOSED PAC AND SAC LOCATIONS

**EXHIBIT B - TASK ORDER SUMMARY**  
**Grand Junction Regional Airport**  
**Engineering Services - Runway 11/29 Relocation**  
**Scope of Services #17 - FY2025 Engineering Services**

Task	Prime	Electrical Sub	Survey and Stormwater Permitting Sub	Total	Terms
<b>25-01 Project Management</b>					<b>LS</b>
Subtotal - Labor	\$ 62,922	\$ -	\$ -	\$ 62,922	
Subtotal - Expense	\$ 10,824	\$ -	\$ -	\$ 10,824	
<b>25-02 Design FY 2025 Final Drainage City Permitting Package</b>					<b>LS</b>
Subtotal - Labor	\$ 142,404	\$ 2,198	\$ 6,480	\$ 151,082	
Subtotal - Expense	\$ 13,530	\$ -	\$ -	\$ 13,530	
<b>25-03 FAA NAVAID Relocation Design Coordination</b>					<b>LS</b>
Subtotal - Labor	\$ 41,340	\$ -	\$ -	\$ 41,340	
Subtotal - Expense	\$ -	\$ -	\$ -	\$ -	
<b>25-04 Relocate Primary and Secondary Airport Control</b>					<b>LS</b>
Subtotal - Labor	\$ 94,861	\$ -	\$ -	\$ 94,861	
Subtotal - Expense	\$ 7,614	\$ -	\$ -	\$ 7,614	
			Total	\$ 382,173	



**EXHIBIT B - LABOR AND EXPENSE BY TASK**  
**Grand Junction Regional Airport**  
**Scope of Services #17 - FY2025 Engineering Services**

**Fee Estimate**  
**10/3/2024**

25-04 Relocate Primary and Secondary Airport Control																													
<b>Labor</b>																													
4.1	Project Services		4	4																\$	2,192.00	\$	-	\$	-	\$	2,192.00		
	Survey and Quality Control Plan			15	45	86														\$	28,669.00	\$	-	\$	-	\$	28,669.00		
	Establish Permanent Survey Markers			15	30	132														\$	40,798.00	\$	-	\$	-	\$	40,798.00		
	Project Status Reports		10	6	30	25														\$	13,799.00	\$	-	\$	-	\$	13,799.00		
	Remove Existing Markers		2	15	25															\$	9,403.00	\$	-	\$	-	\$	9,403.00		
	<b>Subtotal - Labor Cost</b>	\$	-	\$	4,544.00	\$	14,520.00	\$	25,350.00	\$	34,263.00	\$	-	\$	16,184.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	94,861.00
<b>Expenses</b>																													
			1		1	2																							
			2		2	4																							
	Air Travel	\$	681.00	\$	-	\$	681.00	\$	1,362.00	\$	-	\$	1,362.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,086.00
	Lodging	\$	136.00	\$	-	\$	272.00	\$	-	\$	272.00	\$	544.00	\$	-	\$	544.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,632.00
	Meals	\$	74.00	\$	-	\$	148.00	\$	-	\$	148.00	\$	296.00	\$	-	\$	296.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	888.00
	Vehicle	\$	84.00	\$	-	\$	168.00	\$	-	\$	168.00	\$	336.00	\$	-	\$	336.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,008.00
	<b>Subtotal - Expense Cost</b>	\$	-	\$	1,269.00	\$	-	\$	1,269.00	\$	2,538.00	\$	-	\$	2,538.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,614.00
																										25-04	\$	102,475.00	

**EXHIBIT B - RATE TABLE**  
**Grand Junction Regional Airport**  
**Engineering Services - Runway 11/29 Relocation**  
**Scope of Services #17 - FY2025 Engineering Services**

Prime	Rate	Electrical Sub	Rate	Survey and Stormwater Permitting Sub	Rate	Expenses	Rate
Principal	\$ 302	Project Manager	\$ 262	Project Lead Engineer	\$ 168	Air Travel	\$ 630
Project Manager	\$ 284	Senior Electrical Engineer	\$ 215	Professional Land Surveyor	\$ 173	Lodging	\$ 126
Design Manager	\$ 264	Electrical Engineer	\$ 199	Stormwater Tech	\$ 97	Meals	\$ 68
Senior Engineer/ CM3	\$ 195	Senior CAD Tech	\$ 162	Field Surveyor	\$ 162	Vehicle	\$ 78
Engineer III/ CM2	\$ 141			Field Tech	\$ 97		
Engineer I	\$ 115			Admin Assistant	\$ 87		
CAD Tech	\$ 119						
Admin Assistant	\$ 93						

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

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TOPIC:	Gensler Work Authorization for Branding and Signage and Wayfinding Development		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve Gensler Work Authorization No. 009 in the amount of \$155,500 and authorize the Executive Director to sign.		
SUMMARY:	<p>This Scope of Work represents the next phase following the development of the visioning documents which established the conceptual aesthetic guidelines for future development at the Airport.</p> <p>As reflected in the attached Scope of Work, this project has two main components: (1) Brand Positioning and Identity Development, and (2) Signage and Wayfinding Program Development. The Scope identifies a schedule and deliverable(s) for each phase of work.</p> <p>The principal outcome of the first component will be a new logo and brand standards for use of the logo. The principal outcome of the second component will be the design and development of new signage and wayfinding in and around the passenger terminal.</p> <p>Staff recommends approval of the work authorization in accordance with the terms of the professional services agreement with Gensler.</p> <p>This project is planned to be Airport funded.</p>		
REVIEWED BY:	Executive Director and CIP Manager		
FISCAL IMPACT:	<b>Total Cost - \$155,500</b>		
	This expense is within the 2024 Airport Budget		
ATTACHMENTS:	Gensler Work Authorization No. 009		
STAFF CONTACT:	Angela Padalecki <a href="mailto:apadalecki@gairport.com">apadalecki@gairport.com</a> Office: 970-248-8588		

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WORK AUTHORIZATION FOR ADDITIONAL SERVICES NUMBER **009**

<b>Project:</b> Grand Junction Regional Airport - Branding and Signage	<b>Date:</b> 10/03/2024
<b>Project Location:</b> 2828 Walker Field Drive, Grand Junction, Colorado 81506	<b>Project Number:</b> 003.8017.300
<b>Client:</b> Grand Junction Regional Airport Authority (GJRAA)	<b>File:</b> 1WA <b>This Page</b> 1 of 6

**Services to be performed pursuant to the Original or Master Agreement, date**  
 AE Professional Services Agreement GJRAA\_Gensler Final\_Executed, dated February 22, 2023

**If there is no Original or Master Agreement referenced above Gensler’s current Standard Terms and Conditions (“STC”) shall apply. A copy of the STC is attached or available upon request.**

**Other References**

**Services not included (this list is not exhaustive)**

Excluded from the scope of this proposal: language/message translations, professional artwork, illustration, rendering and photography services, including purchase of stock photography, fabrication, production and signage mock-ups and/or samples. Also excluded are signage for parking, airport vendors such as food and shops, and signage for future phases/expansion.

**Fee and Basis**

<input checked="" type="checkbox"/> Lump Sum of \$ 155,500.00	<input checked="" type="checkbox"/> Plus Reimbursable Expenses (10% mark-up)
<input type="checkbox"/> Hourly	<input type="checkbox"/> Plus Consultants which are not listed as included in fee (10% mark-up)
<input type="checkbox"/> Hourly, not to exceed \$ _____ without prior authorization	<input type="checkbox"/> Other: _____


**Date Services to Begin**

\_\_\_\_ (specify date)  
 Immediately after Work Authorization approval

**Services projected to be completed no later than the following, if indicated**

10/01/2025 (specify date)  
 \_\_\_\_\_ Working days after Work Authorization approval

**Services requested by:** Grand Junction Regional Airport Authority **Date of Request:** 10/03/2024

**Gensler Authorization by:**  **Date Signed:** 10/03/2024  
 Brent Mather, Design Principal

**Client Authorization by:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Authorization is confirmed for Gensler to perform the following services:

Gensler is pleased to present this proposal for Branding and Signage and Wayfinding Development for Grand Junction Regional Airport located at 2828 Walker Field Drive in Grand Junction, Colorado. Our goal is to create a brand that is unique, memorable, and connects with your target audience. Through a collaborative process, we will work with the team and key stakeholders to deliver a relevant, sustainable Brand as well as an integrated and comprehensive Signage and Wayfinding Program for the existing airport.

## Brand Development

### PHASE 1. Brand Strategy & Logo Development

We will conduct a Project Kickoff with the team and key project stakeholders to understand the strategic vision for the Grand Junction Regional Airport brand. We will review the airport's existing brand assets and the Visioning Framework established through previous work to date. The goal of the meeting will be to emerge with team consensus on the direction of the airport brand which will serve as a basis for future creative development.

- Review and clarify the scope of work and schedule
- Review existing brand assets, communication strategy, and attributes for the airport
- Review guiding principles established in previous Visioning Framework

Gensler will begin the logo ideation process with an overall strategy for the various elements of the project and will present (3) logo options. Each logo option will include a rationale and with an appropriate visual to bring the concept to life and to provide a contextual means for the evaluating the strength of each logo option. Once the final logo is approved and cleared for use by the Client's legal team, the logo will be utilized in Phase 2 Airport Brand Standards and Assets.

- Logo and preliminary typography and color palette
- Supplemental tag line development (if applicable)

Meetings: Project Kick-off Meeting  
One (1) logo option presentation  
Two (2) Rounds of Revisions, if required via virtual meeting  
Schedule: 6 weeks  
Deliverables: Identity Summary Document

### PHASE 2. Brand Standards and Assets

Based on information from the prior phase, we will present two (2) conceptual approaches to the use of the approved identity and visual vocabulary. The goal of this exercise will be to show how the identity could be expressed across a variety of communication materials. These may include, but are not limited to:

- Logo or wordmark expression
- Visual vocabulary (imagery style, photographic style, color, and support typography)
- Examples of conceptual applications of the identity such as the website, brochure cover, signage, etc.

The representative examples will be used to demonstrate the ideas behind each visual identity concept. We will conduct a meeting to present the conceptual directions to the core team and narrow the selection down to a single concept. Once a final visual identity is selected and approved, we will produce artwork files that will allow your team to use the new identity in key organizational print or online applications. Artwork will include:

- Logo/identity in .jpg, .png and .eps formats
- Color palette (CMYK, RGB, PMS)
- Typographic approach and recommended font family

Meetings: One (1) Visual Identity presentation  
Two (2) Rounds of Revisions, if required via virtual meeting  
Schedule: 4 weeks  
Deliverables: Airport Brand Standards (logo usage, color palette, typography etc.) and Assets (logo files)

## Signage & Wayfinding Development

A comprehensive signage and wayfinding program will be developed to replace existing airport signage including exterior identification signage, interior wayfinding and gate identification signage, code-required signage, and additional operational signage as required. Current scope does not include on or offsite parking signage.

### PHASE 1: Site Analysis and Scope Definition

As a critical first step, Gensler will undertake a site assessment to determine the efficacy of the existing signage program and document opportunities for signage program improvement. This assessment will provide the foundation for all future development of the new signage program. The site analysis will include photo documentation of all existing signage tagged to a plan.

Tasks during this phase may include the following:

- One (1) site visit to survey existing signage
- Site analysis package

Meetings: One (1) meeting to review site analysis and define scope

Schedule: 2 weeks

Deliverables: One (1) site analysis package

### PHASE 2: Concept Design

During the Concept Design phase, Gensler will recommend 2 concepts that meet Client requirements. Each concept will include an elevation indicating the placement of key messaging elements, mounting hardware options and placeholder imagery to communicate the general 'look and feel' of the proposed concept. The Client will be asked to select one concept with which to move forward. Gensler will perform up to two (2) rounds of revisions.

Tasks during this phase may include the following:

- Gather assets to communicate general intent
- Preliminary sign location plans & message schedules, elevations as required to show conceptual EGD development

Meetings: One (1) meeting to review concept design package

One (1) meeting to review revised concept design package

Schedule: 8 weeks

Deliverables: One (1) Concept Design package for review, comment, and approval

One (1) Preliminary location plan(s) and message schedule

### PHASE 3: Design Development

Upon approval of the Concept Design drawings, Gensler will provide Design Development (DD) drawings showing interior elevation sketches, including sketch up views, and locations plans. Gensler will perform one (1) round of revisions to the DD drawings based on Client review and comments.

Tasks during this phase may include following:

- Determine final materials, colors, mounting conditions and size based on the approved concept design package.
- Collect final assets needed for completion
- One (1) round of revisions to DD drawings
- Deliver final submission of DD package
- One (1) round of revisions to sign messages, provide mockup samples for Client review

Meetings: One (1) meeting to review Design Development package

Schedule: 8 weeks

Deliverables: One (1) Design Development package to review, comment, and approval

One (1) Revised location plan(s) and message schedule

#### **PHASE 4: Design Intent**

Gensler will prepare and submit a 100% set of Design Intent (DI) drawings for review and approval. The DI drawings will indicate product specifications as well as proved full detailing needed to construct the project.

Tasks during this phase may include following:

- Prepare all dimensions, details, specifications, materials, and layouts for pricing by fabricator(s).
- Complete detailed intent drawings of all the graphic elements including:
  - Location plans and message schedule
  - Design details and elevations
  - Finish Schedule

Once the comments are received and incorporated into the set, a final reproducible set will be issued to the fabricator for use in pricing and for distribution to sub-contractors (if necessary). Gensler will perform a quality assurance review with senior technical oversight prior to releasing any documents.

Meetings: One (1) meeting to review 80% DI package

Schedule: 3 weeks

Deliverables: One (1) Design Intent drawings package

#### **PHASE 5: Bids & Negotiation**

Gensler will then assist Client to review bids and fabrication costs received from up to three qualified fabricators chosen by the client. Gensler will review fabrication and installation drawings of the designs to ensure that the process is consistent with the Design Intent package to identify any potential issues.

Tasks during this phase may include following:

- Submit Design Intent drawing package up to three qualified fabricators
- Field all questions from bidders and review all quotes
- Assist in value engineering analysis with Client if needed, which may include one meeting (in person or via web meeting) and one review of the revised pricing. This does not include revisions to drawings.

#### **PHASE 6: Construction Administration**

During this phase, Gensler will assist in or oversee aspects of bidding, producing, and installing elements of the design package. Gensler will review fabrication and installation drawings of the designs to ensure that the process is consistent with the Design Intent package to identify any potential issues.

Tasks during this phase may include following:

- Provide electronic artwork files to signage vendor for use in fabrication
- Review & comment on graphic shop drawings
- Review fabricator submittals
- Complete one on-site visit and final punch list walk through

Meetings: Two to three (2-3) site visits, including final punch list walk by Gensler

Schedule: 8-12 weeks

Deliverables: Approved shop drawings and submittals, final punch list documentation

#### **Signage Fabrication**

Vendor/manufacturer will be responsible for the fabrication of the graphics/signage. Fabrication of signs and graphics typically takes 8-12 weeks; however, the fabricator will ultimately provide the schedule.

#### **Meetings and Site Visits**

Meetings and site visits will follow protocols established in previous agreements between Client and Gensler.

#### **Communications During Construction**

Client, Gensler and Contractor shall communicate with each other, and with Client's consultants. Gensler will maintain logs of documents received, reviewed, and/or issued by Gensler.

**Requests for Information**

Upon Clients or Contractor’s request for information, Gensler will provide written or graphic interpretations and clarifications of the Design Intent documents.

**Gensler Additional Services**

Gensler will provide services beyond Basic Services (“Additional Services”) if requested by Client and confirmed in writing by Gensler. Such Additional or Supplemental Services may include the following services:

- Preparation of documents for multiple bid packages other than what is listed or multiple permit submissions
- VE meetings or changes to the drawings after Submittal of Design Intent documentation
- Specialty lighting outside of what was included in the 100% design package
- Technology system design
- Client requested revisions that are inconsistent with prior approvals or instructions
- Preparation or review of record drawings
- Preparation of physical models or photo realistic renderings outside what Gensler generates as part of its design process for this project.

**Compensation**

Compensation for Basic Services will be the lump sum fee, in the amount of one hundred fifty-five thousand five hundred dollars (\$155,500). Note that the lump sum fee does not include Reimbursable Expenses.

Description	Schedule	Fee
<b>BRAND POSITIONING &amp; IDENTITY DEVELOPMENT</b>		
Phase 1: Brand Strategy & Logo Development	6 weeks	\$ 22,500
Phase 2: Brand Standards and Assets	4 weeks	\$ 11,500
<b>TOTAL</b>	<b>10 weeks</b>	<b>\$ 34,000</b>
<i>Estimated Reimbursables</i>		\$ 5,000
<b>SIGNAGE &amp; WAYFINDING PROGRAM DEVELOPMENT</b>		
Phase 1: Site Analysis and Scope Definition	2 weeks	\$ 12,500
Phase 2: Concept Design	8 weeks	\$ 42,500
Phase 3: Design Development	8 weeks	\$ 24,000
Phase 4: Design Intent	3 weeks	\$ 24,000
Phase 5: Bids and Negotiation	3 weeks	\$ 6,000
Phase 6: Construction Administration	8-12 weeks	\$ 12,500
<b>TOTAL</b>	<b>36 weeks</b>	<b>\$ 121,500</b>
<i>Estimated Reimbursables</i>		\$ 13,000
<b>GRAND TOTAL</b>		<b>\$ 155,500</b>

**ADDITIONAL SERVICES**

For any services that Gensler may provide outside of the basic scope of services, Gensler will be compensated on an hourly basis, based on Gensler’s Standard Hourly Billing Rates.

**REIMBURSABLE EXPENSES**

Reimbursable Expenses are in addition to the lump sum fee for Basic Services and Additional Services and include expenses incurred by Gensler and Gensler’s consultants in the interest of the Project, including, but not limited to the following:

- Reproduction, shipping, handling, and delivery.
- Mileage, tolls, cab fares, and parking.
- Renderings, models, mock-ups, and photography.
- Sales taxes, other transactional taxes, and fees paid for securing approval of authorities with jurisdiction over the Project.
- Authorized out-of-town travel, including travel time and reasonable living expenses.
- Additional insurance of coverage or limits requested by Client in excess of that normally provided by Gensler and Gensler’s consultants.

Compensation for Reimbursable Expenses incurred by Gensler in connection with the Project will be based on amounts invoiced to Gensler, plus ten percent (10%). Reimbursable expenses are not anticipated to exceed the amount of eighteen thousand dollars (\$18,000).

#### **EXCLUSIONS**

- Legal trademark research
- Domain name registration
- Font licensing
- Web hosting fees
- Additional consultants
- Additional renderings, architectural design, or site planning beyond the existing versions
- Structural and electrical engineering related to signage

#### **CONSULTANTS**

If Client has directed Gensler to engage consultants in Section B.1, compensation for such consultants will be based on amounts invoiced to Gensler, plus ten percent (10%), to compensate Gensler for costs commonly incurred relating to consultant liability, management of consulting services, and administration of consultant contracts.

#### **PROGRESS PAYMENTS**

Progress payments will be made monthly. Where Gensler's fee is based on a lump sum, progress payments for Basic Services will be based on the percentage of services provided during the previous month.

## **Agreement and Acceptance**

#### **AGREEMENT**

This agreement is comprised of and incorporates the following documents, in order of precedence:

- a) AE Professional Services Agreement GJRAA Gensler Final Executed (February 22, 2023)
- b) This Work Authorization (dated August 19, 2024)
- c) Standard Terms and Conditions (dated February 2021)

Where a portion of one document is amended by another of higher precedence, all unmodified portions will remain in effect. The terms and conditions of the Work Authorization, the STC, and Prime Agreement are integral parts of this Agreement and are fully incorporated herein by this reference. No conflicting or supplemental pre-printed provisions on Client forms (including, without limitation, terms on purchase orders) will be binding on the parties.

#### **EFFECTIVE DATE**

The effective date of this Agreement is the date of Client Authorization and Signature.

# STANDARD TERMS AND CONDITIONS OF THE AGREEMENT BETWEEN CLIENT AND GENSLER (“STC”)

## Article 1 – Definitions and General Provisions

1.1 Parties. The terms “Client” and “Gensler” include each party’s authorized representatives.

1.2 Days or Time. Time periods refer to calendar days, unless otherwise stated.

1.3 Services. “Services” means the professional services to be performed by Gensler, one or more of its affiliated entities and its consultants.

1.4. Project. “Project” means the project for which Client has retained Gensler.

1.5. Work. “Work” means the construction of the Project elements designed or specified by Gensler.

1.6 Contractor. “Contractor” means the contractor engaged by Client to perform the Work.

1.7 Project Budget. The “Project Budget” is the Client’s budget for the Work. It is anticipated that the Client will include usual and customary allowances for design and construction contingencies in addition to the cost of the Work. Gensler cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project Budget or from any cost estimate reviewed by Gensler.

## Article 2 – Gensler’s Services

2.1 Standard of Care. Gensler will perform the Services with the reasonable skill and care ordinarily provided by professionals practicing in the same discipline and locality under similar circumstances (“Standard of Care”). Gensler will perform the Services as expeditiously as is consistent with the Standard of Care and the orderly progress of the Project. Gensler will not be responsible for any delays due to factors beyond its reasonable control.

2.2 Limitation of Construction Responsibilities. Gensler will not have control over, or charge of, and will not be responsible for, construction means, methods, schedules, delays, or safety precautions and programs in connection with the Work, or Contractor’s negligence or failure to perform the Work in accordance with the Construction Documents or any portion of the agreement between Client and Contractor.

## Article 3 – Client’s Responsibilities

3.1 Information. Client will provide full information regarding the requirements for the Project.

3.2 Client’s Services and Information. Gensler will be entitled to rely upon the accuracy and completeness of the services, information, surveys, and reports provided by Client, Contractor, or any of their subcontractors or consultants. Gensler’s coordination of the Services with the services of Client’s consultants will be limited to that necessary for consistency of the Documents (as defined in section 4.1 below) with those of such consultants.

## Article 4 – Use of Gensler’s Documents and Data

4.1 The drawings, specifications, surveys, reports, and other documents (collectively “Documents”) and any computer tapes, disks, models, CAD files, research, analytics, processes, algorithms or other data, in any medium (collectively “Digital Media”) prepared by Gensler are instruments of service and/or otherwise protected by U.S. copyrights laws, and will remain Gensler’s property. Gensler grants Client a nonexclusive license to use the Documents and Digital Media, delivered or intended as deliverables, solely and exclusively in connection with Client’s use and occupancy of the Project, provided that Client substantially performs its contract obligations, including prompt payment of all sums when due.

4.2 Client agrees to indemnify and hold Gensler harmless from and against any and all claims, liabilities, suits, demands, losses, damages, costs, and expenses (including reasonable legal fees and costs of defense), accruing or resulting to any persons, firms, or other legal entities, on account of any damages or losses to property or persons, including death or economic loss, arising out of the unlicensed use, or the transfer or modification of, the Documents and/or Digital Media.

## Article 5 – Claims and Disputes

5.1 Mediation. The parties agree to mediate any dispute or claim, under the Construction Industry Mediation Procedures of the American Arbitration Association, prior to undertaking arbitration per Section 5.2. The cost of the mediation service will be borne equally by the parties.

5.2 Arbitration. In the event the parties are not able to resolve a dispute by mediation, the parties agree to submit the matter to confidential arbitration, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in force at the time the claim is submitted to arbitration. The arbitration will be held in or near the city of Gensler’s office providing the Services. The award rendered by the arbitrator(s) will be

final, and judgment on the award may be entered in any court having jurisdiction.

5.3 Mutual Indemnification. Gensler agrees to indemnify Client from and against those damages that Client incurs, as a result of a third-party claim concerning the death or bodily injury to any person or the destruction or damage to any property, to the proportionate extent caused by the negligent act, error, or omission of Gensler or anyone for whom Gensler is legally liable. Client agrees to indemnify Gensler from and against those damages that Gensler incurs, as a result of a third-party claim concerning the death or bodily injury to any person or the destruction or damage to any property, to the proportionate extent caused by the negligent act, error, or omission of Client or anyone for whom Client is legally liable.

5.4 Limitation of Liability. Except for the indemnification obligations under Section 5.3, Client agrees that Gensler's total liability arising out of or related to the Project or this Agreement will not exceed the total compensation received by Gensler pursuant to this Agreement.

5.5 Mutual Waiver of Consequential Damages. Gensler and the Client hereby waive special, exemplary or consequential damages for claims or disputes arising out of or relating to this Agreement. The parties agree that this mutual waiver includes, but is not limited to, waiver of damages incurred by either party for loss of income, lost profit, financing costs, loss of business, or damage to reputation.

5.6 Governing Law. This Agreement will be governed by the law of the jurisdiction where the Project is located.

## **Article 6 – Termination and Suspension**

6.1 Termination or Suspension by Either Party. This Agreement may be terminated or suspended by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with this Agreement, through no fault of the party initiating the termination or suspension, and such nonperformance is not remedied within the notice period.

6.2 Termination or Suspension by Gensler. Client's failure to make payments to Gensler in accordance with this Agreement, or the Client's violation of its obligations under section 8.6 of this Agreement, will constitute substantial nonperformance and cause for termination or, at Gensler's option, cause for suspension of performance of Services under this Agreement, and Gensler shall not be responsible for any claims or damages arising out of or related thereto.

6.3 Termination for Convenience. Client may terminate this Agreement for its convenience upon not less than seven days written notice to Gensler.

6.4 Compensation upon Termination. In the event of termination, Gensler will be compensated for Services performed prior to termination, together with reimbursable expenses then due.

## **Article 7 – Payments to Gensler**

7.1 Progress Payments. Gensler will submit monthly invoices for Services performed and expenses incurred during the previous month, exclusive of any non-US withholding or value-added taxes. Payment will be due in US Dollars and payable upon receipt of Gensler's invoices. Client will notify Gensler of any disputes or questions regarding an invoice within 15 days of Client's receipt of the invoice in question. Client may withhold payment of any portion of an invoice only to the proportionate extent the invoice is compensation for any Services Gensler has provided in breach of this Agreement. Amounts unpaid 30 days after the issue date of Gensler's invoice will be assessed a service charge of 1.5% per month.

7.2 Hourly Rates. Where Services are to be compensated on an hourly basis, compensation will be based on the hourly rates set forth in Gensler's and Gensler's consultants' standard rate schedules.

7.3 Project Changes. Gensler's fee for Basic Services is based upon (among other things) the budget, schedule, and the scope of services. Gensler's compensation will be equitably adjusted if the Project's scope, schedule, or budget, or Client information, approvals, or instructions, are changed due to factors beyond Gensler's reasonable control. If portions of the Project do not proceed, compensation for those portions will be payable to the extent Services are performed on those portions.

7.4 Sales Tax. Gensler's compensation is exclusive of any applicable sales tax. If Gensler is required by applicable law to charge Client sales tax, the sales tax will be itemized on each invoice and will be due and payable to Gensler by Client upon receipt, unless the Client provides valid sales tax exemption documentation to Gensler issued by the relevant tax authority.

## **Article 8 – Miscellaneous Provisions**

8.1 Assignment and Third Parties. Neither party will assign this Agreement, any right arising out of it, or the performance of obligations hereunder, without the written consent of the other. Nothing contained in this Agreement will create a contractual relationship with, or a cause of action in favor of, any third party.

8.2 Credits. Gensler may create and use representations of the Project's design (including photographs, videos, or other media) in Gensler's business and marketing activities, such as in marketing materials and competitive



submissions. Unless otherwise directed by Gensler, Client will provide professional credit for Gensler in Client's promotional materials (except for materials used to solicit funding) for the Project.

8.3 Latent Conditions. In the event the Project includes any remodeling, alteration, or rehabilitation work, Client acknowledges that certain design and technical decisions will be made on assumptions based on available documents and visual observations of existing conditions.

8.4 Area Analysis. Unless this Section 8.4 is explicitly superseded by further agreed terms and conditions in the Letter of Agreement or applicable Work Authorization, area measurements and calculations provided by Gensler ("Measurements") are for use in designing and constructing the Project only. Measurements will not be used for any other purpose, including negotiating or determining rent, asset values, or legal obligations. Client will indemnify Gensler from third-party liabilities arising from unauthorized use of Measurements. Upon Client's request, and subject to further agreed terms and conditions, Gensler will provide Measurements suitable for purposes other than designing and constructing the Project as an Additional Service.

8.5 Hazardous Materials. Client acknowledges that Gensler has no expertise in, and is not being retained for the purposes of, investigating, detecting, abating, replacing, remediating, or removing any items, products, or materials containing hazardous substances.

8.6 Ethics. Client and Gensler acknowledge their responsibilities and commitment to abide by their respective ethical guidelines, to require that their employees, agents, consultants or contractors conduct themselves professionally and respectfully, and to comply with both domestic and international anti-slavery and anti-corruption laws, including but not limited to the United States Foreign Corrupt Practices Act, the United Kingdom Bribery Act and the Modern Slavery Act, and any amendments and related regulations. Either party may terminate this Agreement at any stage of the Project, if it reasonably believes that the other party has failed to comply with the provisions of this section, including any non-compliance prior to the effective date of this Agreement. A party exercising its right to terminate under this provision will not be liable for any claims or damages arising out of or related to the termination.

8.7 Confidentiality and Data Privacy. The terms and conditions of this Agreement, non-public information designated by either party as confidential, and proprietary information that is not known to the public respecting the business of either party will be considered "Confidential Information." Neither party will reveal Confidential Information to third parties, except to the extent necessary for the purpose of this Agreement or as required by

law. Client will not provide Gensler information that is defined as personal information ("Personal Data") under applicable data privacy or protection laws ("Data Protection Laws") without written authorization from Gensler's legal counsel. Upon such authorization, Client will (a) enter into a data processing agreement with Gensler (if applicable), (b) notify and instruct Gensler with respect to the handling of such Personal Data consistent with Data Protection Laws, and (c) comply with such laws in connection with the collection, storage, and processing of Personal Data.

8.8 Entire Agreement, Waiver, and Severability. This Agreement is the entire, integrated agreement between Client and Gensler. This Agreement supersedes all prior related negotiations, representations, or agreements and Client and Gensler are not relying on any such matter. No failure to act by either Party hereto will be deemed to constitute a waiver of such Party's rights or remedies hereunder. If any part of this agreement is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

- End of Document -

# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	Transportation Services Agreement with SkyWest Airlines
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Approve Transportation Services Agreement with SkyWest Airlines and authorize the Executive Director to sign
SUMMARY:	<p>Delta/SkyWest cancelled longstanding service between GJT and Salt Lake City International Airport (SLC) in 2021. Last month, USDOT amended our Small Community Air Service Development Program (“SCASDP”) grant agreement to fund a minimum revenue guarantee and marketing efforts to restore SLC service, along with the San Francisco service included in the original grant from 2020.</p> <p>The attached Transportation Services Agreement requires the Airport Authority to provide a minimum revenue guarantee to SkyWest, essentially committing that SkyWest will not operate the GJT/SLC service at a loss during the term of the Agreement. The underlying funds will come from a combination of SCASDP grant funds and funding from the Grand Junction Regional Air Service Alliance. No Airport funds can or will be used in support of the minimum revenue guarantee. The total amount committed in the Agreement is \$1,425,000, which is the total available from USDOT and the Alliance.</p> <p>Staff recommends approval.</p>
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	None
ATTACHMENTS:	Transportation Services Agreement Between Grand Junction Regional Airport Authority and SkyWest Airlines
STAFF CONTACT:	Angela Padalecki, Executive Director Email: <a href="mailto:apadalecki@gjairport.com">apadalecki@gjairport.com</a> Office: 970-244-9100

**TRANSPORTATION SERVICES AGREEMENT**  
**Between Grand Junction Regional Airport Authority and SkyWest Airlines**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2024, by and between SkyWest Airlines, Inc. (“SkyWest”) whose affiliated companies are doing business as Delta Connection, and the Grand Junction Regional Airport Authority (“the Authority”).

WITNESSETH:

WHEREAS, SkyWest will provide nonstop jet service between Grand Junction Regional Airport (GJT) and Salt Lake City (SLC); and

WHEREAS, SkyWest has agreed to provide such service subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Authority is the recipient of a grant from the United States Department of Transportation under the Small Community Air Service Development Program (“SCASDP”) for the purpose of subsidizing air service between GJT and SLC; and

WHEREAS, the Grand Junction Regional Air Service Alliance has pledged additional funds to subsidize and market air service between GJT and SLC by SkyWest;

NOW, THEREFORE, in consideration of the premises and of the mutual obligations and undertakings hereinafter set forth, the parties agree as follows:

1. SkyWest will schedule at least one daily Delta Connection-branded round-trip flight on the CRJ-550 between GJT and SLC beginning on December 3rd, 2024.
2. SkyWest will provide the Authority monthly statements with a summary of revenue, fuel, and non-fuel related costs, load factors and number of revenue passengers.
3. At the end of each three-month period during the term of this Agreement, SkyWest will determine, in accordance with standard accounting practices, the following data: average segment fares for the flights in the GJT-SLC market, the number of revenue passengers, the number of operations, and the total block hours operated.
4. For the purpose of determining operating profits/losses attributable to the service, passenger revenue will be calculated as the product of total revenue passengers and average segment fares in the market during the preceding three-month period.
5. Total costs are the sum of non-fuel costs and fuel costs. Nonfuel costs are \$4,000 per block hour for the CRJ-550. Fuel costs will be the actual fuel costs, including related fueling costs, taxes and fees associated with operating the scheduled service, and any and all discounts, subsidies, markdown, rebate, or other reduction on cost (if any) that

may be provided to SkyWest Airlines. If passenger revenue is greater than costs no subsidy is owed for the quarter. In the case that costs are greater than passenger revenue, the difference will be paid to SkyWest as its subsidy for the quarter.

6. Upon reasonable notice, the Authority, at its expense, shall have the right to audit and inspect, at SkyWest's offices during normal business hours, SkyWest's books and records as they relate to the determination of revenues and costs for the GJT-SLC flight for the sole purpose of ensuring that, in determining revenues and costs, SkyWest is utilizing the same methodology as is applied to SkyWest's similar routes.
7. SkyWest agrees to maintain at least one daily nonstop roundtrip jet flight each day between GJT and SLC for the duration of this Agreement under a codeshare agreement with Delta Air Lines and in accordance with an airline use and lease agreement or operating agreement with the Authority. Some exceptions may be possible on limited days subject to Delta Air Lines targeted schedule reductions in SLC. All frequencies are to be scheduled on a nonstop basis and with jet aircraft providing a minimum capacity of 50 seats. Operational issues resulting in cancellations will not be billed to the Authority.
8. Segment profits/losses to recompense SkyWest for the agreed upon service levels will be computed upon the conclusion of each of three-month period and the Authority will reimburse SkyWest within thirty days of receipt of any statement of shortfall. The Authority will reimburse SkyWest for the above up to a maximum of \$1,425,000 during the term of this Agreement.
9. The term of this Agreement shall commence on December 3, 2024, and terminate on November 30th, 2025, or until all subsidy funds have been exhausted, whichever comes first. SkyWest or the Authority may cancel this Agreement upon 60 days written notice. The parties have no expectations and have received no guarantees that this Agreement will not be terminated before the end of the Agreement term. The parties have bargained for the flexibility of terminating this Agreement upon tender of the requisite notice at any time during the term of the Agreement. All work and services under the Agreement shall be suspended upon termination of Agreement becoming effective, provided that the Authority shall be obligated to pay SkyWest any subsidy that may be owed as calculated by the terms hereof up to the date of the notice of termination.
10. The Authority will work with SkyWest in good faith to market the GJT-SLC flight in the manner described in the Authority's SCASDP grant proposal and grant agreement.
11. This Agreement shall be subordinate to the provisions of any existing or future agreement between the Authority and the United States, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the planning or development of GJT. In the event that the Authority reasonably determines that this Agreement or any provision contained herein causes or may cause a violation of any agreement between the Authority and the United States, the Authority shall have the unilateral right to modify or terminate this Agreement to ensure the Authority's compliance with all such agreements with the United States.

12. In all its activities within the scope of its airport program, SkyWest agrees to comply with pertinent statutes, Executive Orders and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefitting from Federal assistance. If SkyWest transfers its obligation to another, the transferee is obligated in the same manner as SkyWest. This provision obligates SkyWest for the period during which the property is used or possessed by SkyWest and the Authority remains obligated to the FAA. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.
13. This Agreement shall be governed by the laws of the State of Utah. Exclusive venue for any claims, suits or any other action arising from or connected in any way to this Agreement, or the performance of this Agreement shall be in Utah.
14. Neither party will be responsible to the other party for its failure to perform its responsibilities hereunder in the event and to the extent that such performance is delayed or prevented for a period of at least fifteen consecutive business days, by any cause beyond its control and not caused by the party claiming relief hereunder, including, without limitation, acts of God, public enemies, war, insurrection, acts or orders of governmental authorities, fire, flood, explosion, riots or the recovery from such cause (“Force Majeure”). Either party may terminate this Agreement immediately if the other Party is unable to perform its obligations hereunder due to any such event, which continues for a period of thirty (30) consecutive days or more.
15. All notices, demands, requests, consents, and approvals by either party to this agreement shall be made in writing and sent by U.S. mail, or by recognized overnight courier, or by hand delivery, or by facsimile transmission (if confirmed by email, overnight courier or hand deliver). All such notices shall be addressed as follows:

To: SkyWest Airlines  
444 South River Road  
St. George, UT 84790  
Attn: Wade Steel  
Email address: wade.steel@skywest.com


To: Grand Junction Regional Airport Authority  
Attn: Angela Padalecki, Executive Director  
2828 Walker Field Drive  
Suite 301  
Grand Junction, CO 81506  
Email address: apadalecki@gjairport.com

IN WITNESS WHEREOF, the parties hereto affix their duly authorized signatures as of the date set forth on the first page of this Agreement.

Grand Junction Regional Airport Authority

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

SKYWEST AIRLINES, INC.



By: \_\_\_\_\_  
Wade Steel – Chief Commercial Officer

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	2025 Draft Budget Presentation		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input checked="" type="checkbox"/>	Decision <input type="checkbox"/>
RECOMMENDATION:	N/A		
SUMMARY:	<p>The attached materials represent the draft 2025 budget and include a detailed description of the assumptions used to develop revenue and expense estimates. In accordance with Colorado Revised Statutes §29-1-108(1) the GJRAA is holding a public hearing to consider the adoption of the budget so the objections of the electors can be considered.</p> <p>The budget is based on a conservative estimate of passenger and activity levels for 2025. Commercial airline passenger enplanements are budgeted to be 13% higher than forecasted 2024 levels. Income from operations is budgeted at \$2.2M.</p> <p>The capital expense budget anticipates an aggressive construction schedule. This results in a \$40M capital expense budget for AIP and grant funded projects and corresponding grant revenue of \$37.5M. Additionally, the Airport plans to invest \$2.0M in airport-funded development and improvement projects in 2025.</p> <p>Staff reviewed the initial draft budget with the Finance and Audit Committee on October 7<sup>th</sup>, the budget was submitted to the Board on October 11<sup>th</sup>, and a public hearing is scheduled during the October 15<sup>th</sup> Board meeting.</p> <p>Additional comments and feedback will be accepted and incorporated into a final draft budget to be presented for adoption before the end of the year.</p>		
REVIEWED BY:	Executive Director		
FISCAL IMPACT:	Total Appropriations for 2025: \$51,142,207 Operating – \$7,173,034 Debt Service – \$1,936,113 Capital – \$42,033,060		
ATTACHMENTS:	2025 DRAFT Budget Summary		
STAFF CONTACT:	Jennifer Kroeker Email: <a href="mailto:jkroeker@gjairport.com">jkroeker@gjairport.com</a> Office: (970) 248-8581		





**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY  
2025 BUDGET**

<b>Account Name</b>	<b>2024 Budget</b>	<b>2024 Forecast</b>	<b>2025 Budget</b>
<b>OPERATING REVENUE</b>			
<b>Aeronautical revenue</b>			
Total Passenger Airline Revenue	\$ 2,487,000	\$ 2,446,282	\$ 2,893,570
Total Non-passenger airline revenue	1,108,000	1,099,423	1,151,480
<b>Total Aeronautical revenue</b>	3,595,000	3,545,705	4,045,050
Non-aeronautical revenue	5,182,000	5,417,754	5,618,950
<b>Total Operating revenues</b>	8,777,000	8,963,459	9,664,000
<b>OPERATING EXPENSES</b>			
Personnel compensation and benefits	3,154,550	2,892,478	3,394,246
Communications and utilities	502,087	398,144	443,877
Supplies and materials	825,550	746,907	745,500
Contract services	985,182	1,153,623	1,235,400
Repairs & maintenance	648,000	717,998	676,000
Insurance	200,000	163,355	205,000
Other	429,200	400,682	432,500
<b>Total Operating Expenses</b>	6,744,569	6,473,188	7,132,522
<b>Net Revenue (Expense) from Operations</b>	2,032,431	2,490,271	2,531,478
<b>NON-OPERATING REVENUE (EXPENSE)</b>			
Passenger facility charges (restricted rev)	958,000	975,609	1,088,000
Interest income	1,104,000	1,273,665	624,000
Interest expense	(764,363)	(772,893)	(720,301)
Customer facility charges (restricted rev)	604,000	684,896	686,000
Capital contributions	18,645,835	29,188,812	37,450,094
Capital expenditures - W/ Grant Funding	(20,173,436)	(31,149,731)	(40,033,060)
Capital expenditures - W/O Grant Funding	(1,000,000)	(1,000,000)	(2,000,000)
Debt principle payments	(1,161,000)	(1,161,000)	(1,215,812)
Non-Capital grant funding	71,000	31,219	18,720
<b>Total Non-operating Revenue (Expense)</b>	(1,715,963)	(1,929,423)	(4,102,360)
<b>Net Change in Position (Budgetary Basis)</b>	\$ 316,467	\$ 560,848	\$ (1,570,882)

**Actual/Projected Ending Cash Balance**

Restricted Cash	3,917,066	\$ 4,234,469	\$ 4,920,469
Unrestricted Cash	17,503,392	\$ 21,912,348	\$ 19,655,466
<b>Total Cash Balance</b>	\$ 21,420,458	\$ 26,146,817	\$ 24,575,935

**GJRAA  
2025 BUDGET**

**Company Wide - Operating Revenue Summary**

Account Name	2024 Budget	2024 Forecast	2025 Budget	Variance to 2024 Budget		Variance to 2024 Forecast	
				\$	%	\$	%
<b>Aeronautical revenue</b>							
<b>Passenger airline revenue</b>							
A Passenger airline landing fees	815,000	852,961	1,054,000	239,000	29.3%	201,039	23.6%
B Terminal rent	1,613,000	1,553,472	1,796,870	183,870	11.4%	243,398	15.7%
C Other Passenger Airline Revenue	59,000	39,849	42,700	(16,300)	-27.6%	2,851	7.2%
<b>Total Passenger Airline Revenue</b>	<b>2,487,000</b>	<b>2,446,282</b>	<b>2,893,570</b>	<b>406,570</b>	<b>16.3%</b>	<b>447,288</b>	<b>18.3%</b>
<b>Non-passenger airline revenue</b>							
D Non-passenger landing fees	122,000	247,011	276,800	154,800	126.9%	29,789	12.1%
E Cargo and hangar rentals	64,000	64,946	66,900	2,900	4.5%	1,954	3.0%
F State fuel tax disbursement	389,000	291,755	291,900	(97,100)	-25.0%	145	0.0%
G Fuel flowage fee	464,000	445,438	466,800	2,800	0.6%	21,362	4.8%
G Fuel flowage fee - operations			-	-	0.0%	-	0.0%
H Fuel sales - airside	54,000	28,906	27,700	(26,300)	-48.7%	(1,206)	-4.2%
I Rapid refuel	15,000	18,486	18,500	3,500	23.3%	14	0.1%
I Airplane ramp parking	-	2,880	2,880	2,880	0.0%	-	0.0%
<b>Total Non-passenger airline revenue</b>	<b>1,108,000</b>	<b>1,099,423</b>	<b>1,151,480</b>	<b>43,480</b>	<b>3.9%</b>	<b>52,057</b>	<b>4.7%</b>
<b>Total Aeronautical revenue</b>	<b>3,595,000</b>	<b>3,545,705</b>	<b>4,045,050</b>	<b>450,050</b>	<b>12.5%</b>	<b>499,345</b>	<b>14.1%</b>
<b>Non-aeronautical revenue</b>							
J Land and building leases	689,000	715,586	733,450	44,450	6.5%	17,864	2.5%
K Terminal - restaurant & retail	248,000	255,272	259,000	11,000	4.4%	3,728	1.5%
L Rent - office space	184,000	185,400	185,400	1,400	0.8%	-	0.0%
M Rent - rental car exclusive sp	82,000	85,932	88,700	6,700	8.2%	2,768	3.2%
M Rental car - gross rev & mag	1,212,000	1,291,646	1,317,400	105,400	8.7%	25,754	2.0%
M Rental car service area	65,000	66,540	68,000	3,000	4.6%	1,460	2.2%
M Rental car facility fuel sales	276,000	288,793	295,200	19,200	7.0%	6,407	2.2%
M Total rental car revenue	1,635,000	1,732,911	1,769,300	134,300	8.2%	36,389	2.1%
K Parking revenue	2,250,000	2,325,327	2,482,800	232,800	10.3%	157,473	6.8%
K Ground transportation	90,000	107,316	109,300	19,300	21.4%	1,984	1.8%
K Parking and ground transportation	2,340,000	2,432,643	2,592,100	252,100	10.8%	159,457	6.6%
N Security fee	61,000	69,255	52,200	(8,800)	-14.4%	(17,055)	-24.6%
O Advertising Revenue	10,000	15,000	15,500	5,500	55.0%	500	3.3%
O Other revenue	15,000	11,687	12,000	(3,000)	-20.0%	313	2.7%
<b>Total Non-aeronautical revenue</b>	<b>5,182,000</b>	<b>5,417,754</b>	<b>5,618,950</b>	<b>436,950</b>	<b>8.4%</b>	<b>201,196</b>	<b>3.7%</b>
<b>Total Operating revenues</b>	<b>\$ 8,777,000</b>	<b>\$ 8,963,459</b>	<b>\$ 9,664,000</b>	<b>\$ 887,000</b>	<b>10.1%</b>	<b>\$ 700,541</b>	<b>7.8%</b>

**GJRAA**  
**2025 BUDGET**  
**Company Wide - Operating Expenses**

Account Name	2024 Budget	2024 Forecast	2025 Budget	Variance to 2024 Budget		Variance to 2024 Forecast	
				\$	%	\$	%
P Salaries-Full Time	2,189,250	2,081,986	<b>2,447,657</b>	258,407	11.8%	365,670	17.6%
P Medicare - Er	35,700	31,046	<b>36,715</b>	1,015	2.8%	5,669	18.3%
P Pera - Er/Pension	320,250	301,172	<b>361,764</b>	41,514	13.0%	60,592	20.1%
P 401(K) Er	68,250	58,792	<b>70,982</b>	2,732	4.0%	12,190	20.7%
Q Health Insurance Er	431,200	337,944	<b>374,076</b>	(57,124)	-13.2%	36,132	10.7%
P Health & Wellness Benefit	7,000	12,295	<b>12,000</b>	5,000	71.4%	(295)	-2.4%
P Life Insurance Er	8,400	6,690	<b>9,301</b>	901	10.7%	2,611	39.0%
P Suta Er	7,350	6,088	<b>8,322</b>	972	13.2%	2,234	36.7%
P Worker Compensation	87,150	56,465	<b>73,430</b>	(13,720)	-15.7%	16,965	30.0%
<b>Personnel compensation and benefits</b>	<b>3,154,550</b>	<b>2,892,478</b>	<b>3,394,246</b>	<b>239,696</b>	<b>7.6%</b>	<b>501,767</b>	<b>17.3%</b>
R Utilities-Gas	96,000	42,862	<b>57,015</b>	(38,985)	-40.6%	14,153	33.0%
R Utilities-Electric	307,000	258,893	<b>282,975</b>	(24,025)	-7.8%	24,082	9.3%
R Utilities-Water	21,000	20,696	<b>21,368</b>	368	1.8%	672	3.2%
R Utilities-Trash	20,000	19,803	<b>20,475</b>	475	2.4%	672	3.4%
R Utilities-Sewer	7,300	7,663	<b>7,560</b>	260	3.6%	(103)	-1.3%
R Cell Phones	28,800	27,057	<b>31,484</b>	2,684	9.3%	4,427	16.4%
R Phone Service	21,987	21,171	<b>23,000</b>	1,013	4.6%	1,830	8.6%
<b>Communications and utilities</b>	<b>502,087</b>	<b>398,144</b>	<b>443,877</b>	<b>(58,211)</b>	<b>-11.6%</b>	<b>45,732</b>	<b>11.5%</b>
S Employee Recognition	11,000	11,000	<b>11,000</b>	-	0.0%	-	0.0%
S Uniforms	19,000	18,797	<b>20,000</b>	1,000	5.3%	1,203	6.4%
S Office Supplies	2,000	1,998	<b>2,000</b>	-	0.0%	2	0.1%
T Materials & Supplies	185,000	185,074	<b>152,000</b>	(33,000)	-17.8%	(33,074)	-17.9%
S Board Expense	5,000	5,000	<b>5,500</b>	500	10.0%	500	10.0%
S Postage & Shipping	1,000	776	<b>1,000</b>	-	0.0%	224	28.9%
U Tools & Equipment	95,000	94,663	<b>98,200</b>	3,200	3.4%	3,537	3.7%
V Glycol Disposal	35,000	10,602	<b>15,000</b>	(20,000)	-57.1%	4,398	41.5%
S Snow Removal	20,000	20,429	<b>23,900</b>	3,900	19.5%	3,471	17.0%
S Wildlife Control	7,000	7,000	<b>7,000</b>	-	0.0%	-	0.0%
S Runway & Taxiway Lighting	13,000	9,267	<b>13,000</b>	-	0.0%	3,733	40.3%
S Firefighting Supplies	21,000	18,033	<b>15,000</b>	(6,000)	-28.6%	(3,033)	-16.8%
W Fuel - Diesel	61,000	39,878	<b>55,400</b>	(5,600)	-9.2%	15,522	38.9%
W Fuel - Unleaded	345,000	318,707	<b>320,000</b>	(25,000)	-7.2%	1,293	0.4%
W Oil & Lubricants	5,550	5,683	<b>6,500</b>	950	17.1%	817	14.4%
<b>Supplies and materials</b>	<b>825,550</b>	<b>746,907</b>	<b>745,500</b>	<b>(80,050)</b>	<b>-9.7%</b>	<b>(1,407)</b>	<b>-0.2%</b>

**GJRAA**  
**2025 BUDGET**  
**Company Wide - Operating Expenses**

Account Name	2024 Budget	2024 Forecast	2025 Budget	Variance to 2024 Budget		Variance to 2024 Forecast	
				\$	%	\$	%
S Personnel Services	5,000	3,035	<b>5,000</b>	-	0.0%	1,965	64.7%
S ARFF Physicals	8,000	8,000	<b>8,000</b>	-	0.0%	-	0.0%
X Professional Services - Other	71,000	66,551	<b>57,400</b>	(13,600)	-19.2%	(9,151)	-13.8%
Y Purchased Services	59,000	56,713	<b>50,000</b>	(9,000)	-15.3%	(6,713)	-11.8%
Z Security Guard	295,606	303,001	<b>312,000</b>	16,394	5.5%	8,999	3.0%
AA Professional Services - Legal	120,000	102,214	<b>120,000</b>	-	0.0%	17,786	17.4%
AB Professional Services - Acct	58,576	68,932	<b>68,000</b>	9,424	16.1%	(932)	-1.4%
AC Professional Services - It	193,000	183,819	<b>250,000</b>	57,000	29.5%	66,181	36.0%
AD Professional Svcs - Eng & Plan	160,000	346,358	<b>350,000</b>	190,000	118.8%	3,642	1.1%
Fingerprint Processing	15,000	15,000	<b>15,000</b>	-	0.0%	-	0.0%
<b>Contract services</b>	<b>985,182</b>	<b>1,153,623</b>	<b>1,235,400</b>	<b>250,218</b>	<b>25.4%</b>	<b>81,777</b>	<b>7.1%</b>
AE Repairs & Maintenance	400,000	414,232	<b>400,000</b>	-	0.0%	(14,232)	-3.4%
IT Repairs & Maintenance	-	-	<b>28,000</b>	28,000	0.0%	28,000	100.0%
S Access System Maintenance	-	15,661	-	-	0.0%	(15,661)	-100.0%
S Boarding Bridge Maintenance	34,000	31,462	<b>30,000</b>	(4,000)	-11.8%	(1,462)	-4.6%
AF Elevator & Escalators	50,000	42,512	<b>50,000</b>	-	0.0%	7,488	17.6%
S Copier Service	9,000	9,422	<b>10,500</b>	1,500	16.7%	1,078	11.4%
AG Pavement Maintenance	50,000	114,329	<b>45,500</b>	(4,500)	-9.0%	(68,829)	-60.2%
S Tower Repairs & Maintenance	35,000	20,380	<b>35,000</b>	-	0.0%	14,620	71.7%
Parking Lot Maintenance	-	-	<b>1,000</b>	1,000	0.0%	1,000	100.0%
S Landscaping	20,000	20,000	<b>26,000</b>	6,000	30.0%	6,000	30.0%
SRE Repairs & Maintenance	50,000	50,000	<b>50,000</b>	-	0.0%	-	0.0%
<b>Repairs &amp; maintenance</b>	<b>648,000</b>	<b>717,998</b>	<b>676,000</b>	<b>28,000</b>	<b>4.3%</b>	<b>(41,998)</b>	<b>-5.8%</b>
AH Insurance	200,000	163,355	<b>205,000</b>	5,000	2.5%	41,645	25.5%
<b>Insurance</b>	<b>200,000</b>	<b>163,355</b>	<b>205,000</b>	<b>5,000</b>	<b>2.5%</b>	<b>41,645</b>	<b>25.5%</b>
AI Education & Training	90,000	60,000	<b>86,000</b>	(4,000)	-4.4%	26,000	43.3%
AI Travel & Meetings	24,000	24,000	<b>25,000</b>	1,000	4.2%	1,000	4.2%
S Professional Dues	22,000	22,000	<b>25,000</b>	3,000	13.6%	3,000	13.6%
S Bank Service Charges	-	-	-	-	-	-	-
S Licenses & Fees	2,200	3,363	<b>3,900</b>	1,700	77.3%	537	16.0%
S Publications	1,000	585	<b>1,000</b>	-	0.0%	415	70.9%
S Meals	5,000	5,000	<b>5,000</b>	-	0.0%	-	0.0%
S Personnel Recruiting	-	734	-	-	-	(734)	-
AJ Marketing	55,000	55,000	<b>55,000</b>	-	0.0%	-	0.0%
AJ Marketing Incentives	25,000	25,000	<b>25,000</b>	-	-	-	-
AK Air Service Development	95,000	95,000	<b>95,000</b>	-	0.0%	-	0.0%
AL Other	10,000	10,000	<b>11,600</b>	1,600	16.0%	1,600	16.0%
S Contingency	100,000	100,000	<b>100,000</b>	-	-	-	-
<b>Other</b>	<b>429,200</b>	<b>400,682</b>	<b>432,500</b>	<b>3,300</b>	<b>0.8%</b>	<b>31,818</b>	<b>7.9%</b>
<b>Total Operating Expenses</b>	<b>6,744,569</b>	<b>6,473,188</b>	<b>7,132,522</b>	<b>387,953</b>	<b>5.8%</b>	<b>659,334</b>	<b>10.2%</b>

GJRAA  
2025 BUDGET  
Company Wide - Non-Operating Activity

Account Name	2024 Budget	2024 Forecast	2025 Budget	Variance to 2024 Budget		Variance to 2024 Forecast	
				\$	%	\$	%
<b>Non-operating revenue (expenses)</b>							
42 PFC revenue	958,000	975,609	1,088,000	130,000	13.6%	112,391	11.5%
AM Passenger facility charges	958,000	975,609	1,088,000	130,000	13.6%	112,391	11.5%
Interest income - operating	1,080,000	1,195,949	600,000	(480,000)	-44.4%	(595,949)	-49.8%
Interest income - capital	24,000	77,716	24,000	-	0.0%	(53,716)	-69.1%
AN Interest income	1,104,000	1,273,665	624,000	(480,000)	-43.5%	(649,665)	-51.0%
Interest expense - sib	(96,263)	(104,793)	(93,951)	2,312	-2.4%	10,842	-10.3%
Interest expense - bond	(668,100)	(668,100)	(626,350)	41,750	-6.2%	41,750	-6.2%
AO Interest expense	(764,363)	(772,893)	(720,301)	44,062	-5.8%	52,592	-6.8%
CFC revenue	604,000	684,896	686,000	82,000	13.6%	1,104	0.2%
AP Customer facility charges	604,000	684,896	686,000	82,000	13.6%	1,104	0.2%
Federal Grant revenue - Capital	18,156,092	28,265,548	36,029,754	17,873,662	98.4%	7,764,207	27.5%
Non-Federal Grant Revenue- Capital	489,743	923,264	1,420,340	930,596	190.0%	497,075	53.8%
AQ Capital contributions	18,645,835	29,188,812	37,450,094	18,804,258	100.8%	8,261,282	28.3%
Capital expense - W/ Grant Funding	(20,173,436)	(31,149,731)	(40,033,060)	(19,859,624)	98.4%	(8,883,330)	28.5%
Capital expense - W/O Grant Funding	(1,000,000)	(1,000,000)	(2,000,000)	(1,000,000)	100.0%	(1,000,000)	100.0%
AR Capital expenditures	(21,173,436)	(32,149,731)	(42,033,060)	(20,859,624)	98.5%	(9,883,330)	30.7%
Debt principal - sib	(326,000)	(326,000)	(335,812)	(9,812)	3.0%	(9,812)	0.0%
Debt principal - bond	(835,000)	(835,000)	(880,000)	(45,000)	5.4%	(45,000)	5.4%
AO Debt principle payments	(1,161,000)	(1,161,000)	(1,215,812)	(54,812)	4.7%	(54,812)	4.7%
AS Federal Grant revenue - Non-Capital	71,000	31,219	18,720	(52,280)	-73.6%	(12,499)	-40.0%
Non-Federal Grant Revenue- Non-Capital	-	-	-	-	100.0%	-	-
Other - Gain/(loss)	-	-	-	-	100%	-	-
Total Non-Capital Grants & Other - Gain/(loss)	71,000	31,219	18,720	(52,280)	-74%	(12,499)	-40%
<b>Total Non-operating revenue (expenses)</b>	<b>(1,715,963)</b>	<b>(1,929,423)</b>	<b>(4,102,360)</b>	<b>(2,386,396)</b>	<b>139%</b>	<b>(2,172,936)</b>	<b>113%</b>

**GJRAA  
2025 BUDGET  
Capital Expenses with Grant Funding**

GRANT FUNDED CAPITAL PROJECTS	Project Cost Estimate	Total FAA Funding		Colorado Discretionary		Local - GJRAA Cost		Prior Years	FORECAST 2024	BUDGET 2025	Future Years	Total
AIP 69 - Airport Development Plan	1,039,904	1,039,904	100%	-	0%	-	0%	967,104	72,800	-	-	1,039,904
AIP 72 - Grading & Drainage Construction - Sch 1 - 3	16,213,377	16,213,377	100%	-	0%	-	0%	13,978,278	2,235,099	-	-	16,213,377
AIP 75 - Sch 4-7 Grading and Drainage Design Only Grant	1,592,222	1,433,000	90%	-	0%	159,222	10%	1,551,497	40,725	-	-	1,592,222
AIP 76 - Grading & Drainage Sch 4 Sitework	9,721,595	8,749,436	90%	250,000	3%	722,160	7%	7,363,157	2,358,438	-	-	9,721,595
AIP 77 - NAVAIDS & Utilities	2,620,353	2,358,318	90%	-	0%	262,035	10%	2,012,202	608,151	-	-	2,620,353
Rehabilitate Runway 4/22 - Construction	4,553,757	-	0%	4,023,000	88%	530,757	12%	4,471,757	82,000	-	-	4,553,757
AIP 78 - Temp NAVAID Equipment Construction	8,611,489	8,292,188	90%	-	0%	319,301	10%	745,022	7,866,467	1,203,060	-	9,814,549
AIP 79 - Schedule 5 - 7 Grading and Drainage Construction	7,773,355	6,996,020	90%	250,000	3.22%	527,336	6.78%	80,541	7,692,586	2,000,000	-	9,773,127
Tower repairs	2,000,000	1,800,000	90%	125,115	6%	74,885	4%	-	-	2,000,000	-	2,000,000
AIP 80 - Terminal Project- BIL Passenger Boarding Bridge	4,158,889	3,743,000	90%	175,000	4.21%	240,889	5.79%	56,033	1,134,347	3,960,000	-	5,150,380
AIP 81 - Schedule 6 Grading and Drainage	6,487,780	5,936,852	90%	250,000	3.85%	300,928	6.15%	989,683	5,840,000	1,950,000	-	8,779,683
AIP 82 - Schedule 1 Pavement Subbase	12,579,143	11,571,228	90%	-	0%	1,007,915	10%	-	1,301,118	11,320,000	-	12,621,118
AIP 83 - Schedule 2 Pavement Subbase	19,555,556	17,850,919	90%	-	0%	1,955,556	10%	-	2,000,000	17,600,000	-	19,600,000
ARFF Truck Replacement	1,648,550	-	0%	900,000	60%	590,060	40%	-	450,000	1,648,550	-	2,098,550
	<b>\$ 98,555,970</b>	<b>\$ 85,984,241</b>	<b>87%</b>	<b>\$ 5,973,115</b>	<b>6%</b>	<b>\$ 6,691,043</b>	<b>7%</b>	<b>32,215,275</b>	<b>31,681,730</b>	<b>41,681,610</b>	<b>-</b>	<b>105,578,615</b>

Note: This schedule presents forecasted grant funding and related capital spending for 2024 and budget for 2025, it is not a comprehensive schedule for all projects.

All grants from Colorado Discretionary have been awarded except AIP 81 that is expected as a result of recent CIP meetings while FAA projects are estimated based on the current CIP.

<b>Funding Source</b>				
Federal portion	28,265,548	36,029,754	-	28,754,130
State portion	923,264	1,420,340	-	4,273,000
GJRAA Portion	2,492,919	4,231,516	-	72,551,485
<b>Total</b>	<b>31,681,730</b>	<b>41,681,610</b>	<b>-</b>	<b>105,578,615</b>

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## GRAND JUNCTION REGIONAL AIRPORT AUTHORITY 2025 BUDGET ASSUMPTIONS

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### 2025 Budget Objective and Assumptions

- **2025 Budget Objective:** The budget objective is to maintain a strong financial position while staying on track with the Capital Improvement Program and maintaining competitive rates and charges to enable robust growth.
  
- **Operating Revenue:** 2025 operating revenue is budgeted at \$9.7 million, an increase of 10.1% (\$887K) from 2024 budgeted operating revenue. The increase is driven by strong growth in both passenger and cargo airline activity resulting in a 12.5% (\$450K) increase in aeronautical revenue and driving a 8.4% (\$437K) increase in non-aeronautical revenue.
  
- **Operating Expense:** The operating expense budget is \$7.1 million, a 5.8% (\$388K) increase from the 2024 budget driven by higher personnel and contract services budgets to support Airport growth and projects, and partly offset by decreases in budgets for supplies and materials and communications and utilities, reflecting price stabilization in those areas. Assumptions are detailed in the Operating Expenses section at the end of the packet.
  
- **Non-Operating Revenue and Expense:** Non-operating revenues and expenses include restricted PFC and CFC revenues that must be spent on capital projects, scheduled debt service payments, interest expense, capital expenses, and capital contributions (grants). The net budgeted cash inflow/outflow from all non-operating activity is a cash outflow (expense) of \$4.1 million. The budgeted net cash outflow reflects a conservative budget showing the maximum amount of capital expenditures (\$40 million) anticipated based on contracted and planned projects with the corresponding grant revenue shown as a cash inflow (\$37 million). It also includes \$2 million in capital expenditures without grant funding to fund several smaller projects at the Airport.
  
- **Net Change in Position (Budgetary Basis):** The net change in position in the proposed 2025 budget is a decrease of \$1.6 million, driven by a \$4.1M cash outflow in Non-Operating Expense that is partly offset by a net budgeted operating cash inflow of \$2.5M.

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### Activity Assumptions

- **2025 Commercial Passenger Landings:** Commercial landings and airline seat capacity are estimated based on assumed average daily flight schedules by carrier and aircraft type flown, and reflect data and information from the airlines. The number of daily flights are assumed to grow in 2025. The budget also assumes a modest amount of commercial diversions - this has never been included in the budget before, but given that GJT has seen hundreds of commercial diversions annually for the past decade, diversions have been added to the budget. Reflecting current trends, United is assumed to continue to fly six flights daily - two on narrow body jets and four on regional jets. American is budgeted to fly about the same number of flights on similar sized aircraft as in 2024. These estimates are conservative and assume no new air service, only changes on current routes. Based on these assumptions, we estimate the following average flight schedule, seat capacity, and commercial landed weight for 2025:

Average Scheduled flights/day by Route	
	2025
United	6.0
American	5.4
Breeze	0.6
	12.0
Estimated 2025 Seat Capacity	370,717
2024 Forecasted Seat Capacity	352,637
Estimated 2025 Capacity Growth	5.1%
Estimated 2025 Commercial Landed Weight in Pounds	371,949,000
2024 Forecasted Commercial Landed Weight in Pounds	331,454,586
Estimated 2025 Landed Weight Growth	12.2%

→ **2025 Passenger Enplanements:** Enplanements are estimated based on capacity and load factors, and are based on data and information from the airlines. Load factors are assumed to remain healthy as airlines grow into the extra capacity added in 2024 and 2025. Based on these assumptions, we estimate the following passenger enplanements and load factors for 2025 compared to the 2024 forecast:

	Q1 Enpl	Q2 Enpl	Q3 Enpl	Q4 Enpl	Total
2025	59,968	73,313	82,379	73,892	289,552
2024	57,803	67,451	67,394	64,092	256,740
2025 Enplanement Growth	4%	9%	22%	15%	13%
2025 Average Load Factor	73%	78%	79%	82%	78%
2024 Forecasted Load Factor	71%	74%	74%	73%	73%

The strong growth in Q3 and Q4 reflects conservatism in the 2024 forecast, not aggressiveness in the 2025 budget.

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## 2025 Budget Variance Explanations & Detailed Assumptions

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### Operating Revenues

#### Aeronautical Revenues

- A Passenger airline landing fees are calculated as estimated commercial aircraft landed weight times the landing fee. 2025 commercial landed weight is projected to be higher than 2024. GJRAA is anticipating landing fees will increase by 15% in 2025 from 2024 budget in accordance with the rate-making methodology outlined in the 2023 Airline Use and Lease Agreement. With higher activity levels, the 2025 budget reflects an increase in passenger airline landing fee revenue compared to 2024.
- B Airline Terminal rent is comprised of preferential space leased by the airlines (ticket counters, office space, and baggage handling garage space) and joint-use space (ticket queuing, security, and boarding area). Preferential space leased by the airlines is paid based on a per square foot rate, while joint-use space rent is allocated to the airlines based on the number of passengers each month. Joint-use space comprises approximately 81% of the passenger airline leased space in the terminal and the currently rented airline preferred space makes up the other 19%. Terminal rent for 2025 assumes no changes in leased space and a 15% increase in rental rates in accordance with the rate-making methodology outlined in the 2023 Airline Use and Lease Agreement. It also reflects air service incentives that provide rent relief for space leased by Breeze Airways.
- C Other passenger airline revenue is from boarding bridge fees charged each time an airline utilizes a boarding bridge to unload and load a plane ("turn"). Replacement is planned for two of the three passenger loading bridges in 2024, and the 2025 budget assumes periodic closures for those bridges and lower associated revenues.
- D Non-passenger landing fees represent landing fees charged for cargo activities and firefighting operations and are based on the landed weight of the aircraft times the landing fee, which was held flat in the 2025 budget compared to the 2024 budget. FedEx is the primary cargo carrier at the Airport and increased flights in the second half of 2024. The 2025 landed weight budget assumes that FedEx will fly a similar schedule in 2025 as 2024 and includes a conservative landed weight from BLM firefighting activities since this is unpredictable and fluctuates each year. 2025 is the first year the BLM landing fee revenue will be included in the budget, contributing to the significant increase versus prior year budgets.
- E Cargo and hangar rental revenue is based on a fixed rate stated in the lease and is subject to an annual increase on April 1 each year based on the consumer price index (CPI). For the 2024 budget a 3% increase was used.
- F State fuel tax revenue represents taxes collected on jet fuel and avgas sales at the airport that are collected by the state and then remitted back to the airport. These revenues vary based on the price of fuel, which has been somewhat volatile recently. The 2025 budget reflects 2023 and 2024 averages.
- G Fuel flowage fees are a per gallon charge collected by West Star from all aircraft fueling at the airport except commercial passenger and cargo; this revenue is then remitted to the airport. The 2025 budget reflects 2023 and 2024 averages.
- H Airside fuel sales revenue is revenue generated by the airport from selling diesel and unleaded fuel to the airlines for their ground support equipment. The 2025 budget reflects 2023 and 2024 averages.



I Rapid refuel charges for military refueling activity is assumed to remain consistent with 2024 levels.

**Non-Aeronautical Revenues**

J Land and building lease revenue is based on the existing general aviation (GA) leases. The majority of the leases are subject to a CPI increase on April 1 of even years. For 2025, GJRAA assumed an 12-month CPI increase of 3% to current rates for the 5 leases subject to annual increases.

K Terminal - restaurant & retail revenues vary with passenger traffic and are estimated based on the revenue per enplanement times the estimated number of enplanements. Per enplanement rates are listed below:

	2025 Budget	May 23-Jul 24	2023	2022	2021
Restaurant/Retail	\$ 0.91	\$ 0.91	\$ 0.97	\$ 0.75	\$ 0.66

Parking and Ground transportation revenues vary with passenger traffic and are estimated based on the revenue per enplanement times the estimated number of enplanements. Per enplanement rates are listed below:

	2025 Budget	Aug 23-Jul 24	2023	2022	2021
Parking	\$ 8.57	\$ 8.57	\$ 8.77	\$ 6.61	\$ 5.52
Ground transportation	\$ 0.38	\$ 0.38	\$ 0.35	\$ 0.26	\$ 0.21

L Terminal office space rent revenue is from office space leased to the TSA and reflects the contract terms.

M Rental car revenue consists of fixed fees from office and service area rent, variable revenues from the contractual percentage of gross revenue, and fuel sales to rental car companies. The 2025 rental car fuel sales budget is based on 2024 actual trends. The variable revenue from rental car activity is estimated based on the revenue per passenger rate noted below.

	2024 Budget	Aug 23-Jul 24	2023	2022	2021
Rental Car Gross Revenue	\$ 4.55	\$ 6.18	\$ 4.72	\$ 6.72	\$ 4.98

N Security fees represent the amounts charged to issue and renew badges at the airport for employees, tenants, GA members, and contractors. The 2025 budget uses historical averages to estimate revenue. The 2025 budget is lower than the 2024 budget because 2025 is an AOA badge renewal year, and 2024 was a SIDA badge renewal year. SIDA badges are more expensive due to the additional security requirements and steps.

O Other revenue primarily includes revenues from vending machines, advertising, and parking tickets. The 2025 budget reflects conservative assumptions for in-terminal advertising revenue based on 2024 revenues.

**Operating Expenses**

P The 2025 budget for salaries and related benefit expenses is based on 34 full-time employees, 2 part-time employees, and 2 part-time internship positions, compared to the 2024 budget that included 31 full time positions, 2 part-time employees, and 2 part-time internship positions. The 2024 forecast is lower than the 2024 budget because of position vacancies in 2024. The 2025 budget assumes consistent payroll expense to the 2024 budget with a planned overall 6% increase to provide flexibility with merit and cost of living increases. It also reflects CDOT continuing to cover 50% of the cost of up to two airport intern positions.

Q Health insurance is based on the current plan enrollment and rates, with an additional contingency budgeted for vacant positions plus an additional 10% increase in premiums.

R The Utilities budget is based on the 2024 forecast and incorporates anticipated rate increases and an uptick in usage due to planned CIP projects.

S The Employee recognition, Uniforms and Office supplies budgets are based on the historical average spending. Firefighting supplies decreased from 2024 to 2025 due to the planned purchase of new turnout uniforms for ARFF in 2024. Landscaping budget is increasing to complete upcoming projects.

T Materials and Supplies is budgeted below 2024 forecast levels due to bulk purchasing in previous years.

- U The Tools and equipment budget for 2025 increased due to needed upgrades and inflation. Tools and equipment purchases include investments in equipment purchases below our current capitalization policy of \$10,000.
- V Glycol disposal budget for 2025 decreased due to controls implemented to minimize contamination and the need for frequent glycol disposal.
- W Fuel expenses are driven by activity levels at the airport as the majority of the diesel and unleaded fuel purchased by the airport is sold to the airlines and rental car tenants. The 2025 budget assumes that fuel prices will continue at 2024 averages.
- X Professional services - other represents the cost for our annual Moody's bond rating, ongoing structural monitoring of the terminal building, and ad-hoc small contractor costs. The 2024 budget accounted for specific one-time projects that were planned and completed within the year, resulting in a decrease in the 2025 budget.
- Y Purchased services represents budgeted costs for outsourced services and annual service subscriptions including: cable TV, terminal music, plant care, window cleaning, and carpet cleaning. The 2024 budget accounted for specific projects that were planned and completed within the year, resulting in a decrease in the 2025 budget.
- Z Security guard costs budgeted for 2025 reflect an increase due to the new contract in 2024 and the change to 24-hour security.
- AA Legal costs budgeted for 2025 hold flat to the 2024 budget. This budget allows for work to continue on improving and expanding governance documents, routine legal support, and contingency for legal expenses should an issue or opportunity requiring significant legal support pop up.
- AB Audit services costs increased from 2024 based on planned rate increases and more hours based on the growing complexity.
- AC IT professional services budget increased from the 2024 budget to accommodate planned software upgrades and implementations.
- AD Engineering and planning professional services budget increases are driven by more airport planning and architecture work for terminal, parking, control tower, and airside expansion and improvements.
- AE 2025 budgeted Repairs and maintenance was flat to 2024 budget based on historical averages.
- AF Elevator and escalator maintenance costs are based on 2024 actuals and contracted prices.
- AG Pavement maintenance expenses are expected to go down in 2025 as substantial pavement maintenance was completed in 2024.
- AH Insurance expense budget increased in 2025 based on actual 2024 premiums and to allow for premium increases in 2025 and increases in the insured value of Airport assets.
- AI Education & training and Travel and meetings expense were relatively flat versus the 2024 budget and reflect actual plans by department for 2025.
- AJ The Marketing budget was flat to 2024 as similar marketing activities are planned.
- AK The Air service development budget remains flat to the 2024 budget as air service development remains a top priority. This budget includes anticipated costs for data, research, reporting, and travel.
- AL The Other expense category is used to budget expenses for events that are not annually recurring. 2025 includes a \$100K contingency expense to support the operating budget.

**Non-Operating Activity**

- AM Passenger facility charge (PFC) revenue is budgeted based on the historical revenue per enplanement times the projected enplanements for the year. The PFC rate is legislated and GJRAA charges the maximum allowed rate of \$4.50.
- AN Interest income budget decreased in 2025 to reflect expected interest rate declines and lower cash balances due to capital expenditures.
- AO Interest expense and debt principle payments are based on scheduled debt repayments for the outstanding 2016 Bonds and the 2023 State Infrastructure Bank loan.
- AP Customer facility charge (CFC) revenue is budgeted based on estimated rental car rental days times the current rate of \$4/day.

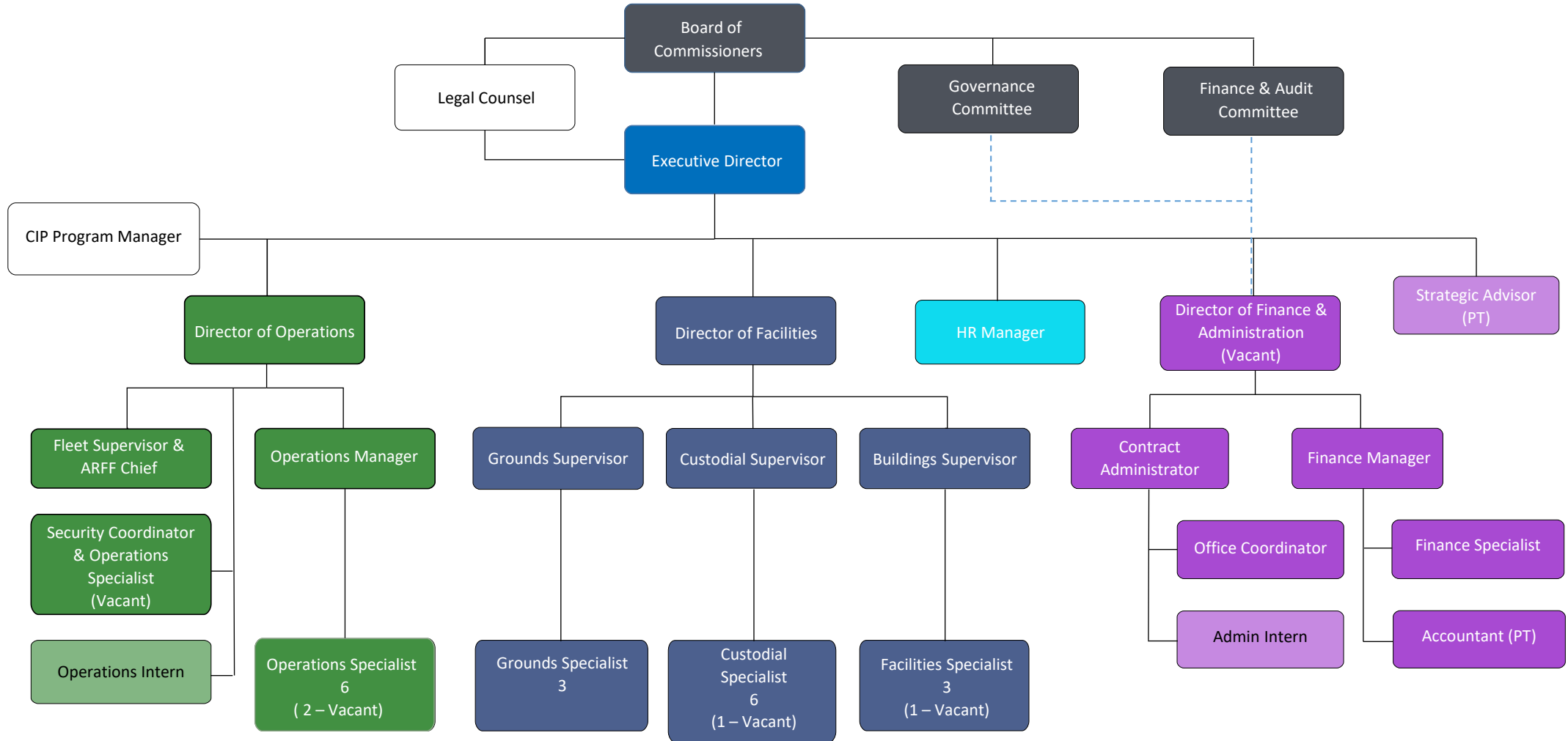
AQ Capital contributions are estimated based on awarded grant funding from the FAA for AIP projects where the FAA covers 90% of the project cost, as well as BIL projects and CDOT grants that all require a local match. Refer to the AIP Project schedule for a more detailed list of 2025 projects and estimated expenditures. The budget is conservative financially and reflects the maximum amount of project work anticipated in 2025; actual construction activity and the associated expenses and grant remittances (capital contributions) are expected to be lower than the 2025 budgeted amounts.

AR Capital expenditures are based on planned project timelines as outlined in the project schedule. Total 2025 capital expenditures are budgeted to be \$40 million. The budget is conservative financially and reflects the maximum amount of project work anticipated in 2025; actual construction activity and the associated expenses and grant remittances (capital contributions) are expected to be lower than what is in the 2025 budget.

AS Federal grant revenue non-capital reflects the grant associated with the CDOT internship program which covers 50% of intern wages for up to two eligible interns.

**Other assumptions**

Cash balances assume consistent receivable and payable balances year-over-year. The decrease in cash balance from the 2024 forecast is driven by an uptick in spending on capital projects.

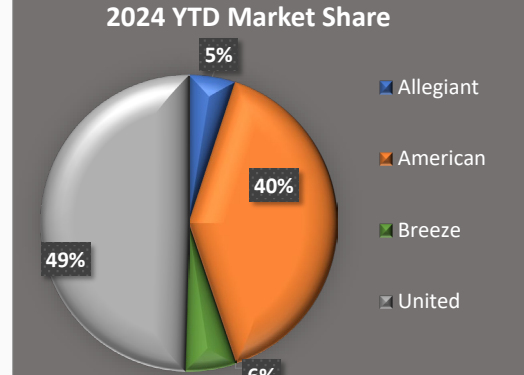
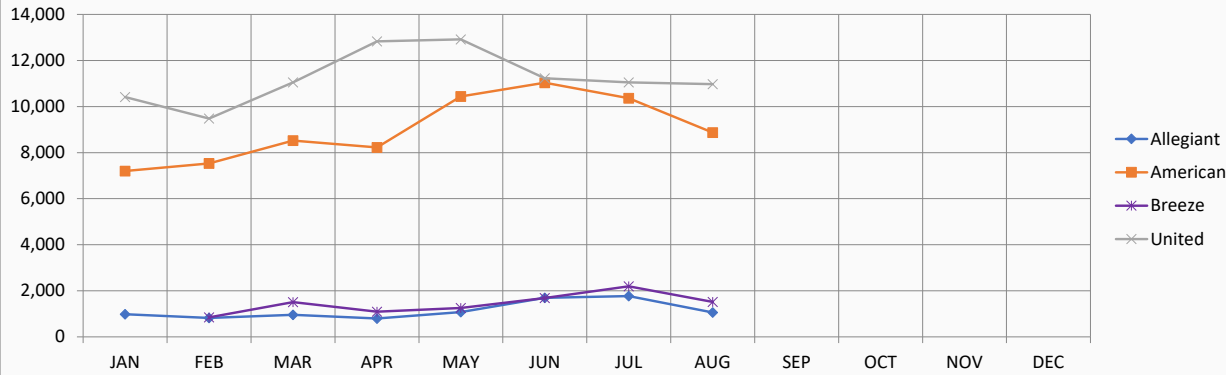




GRAND JUNCTION REGIONAL AIRPORT

**August 2024**  
**DATA & STATISTICS**

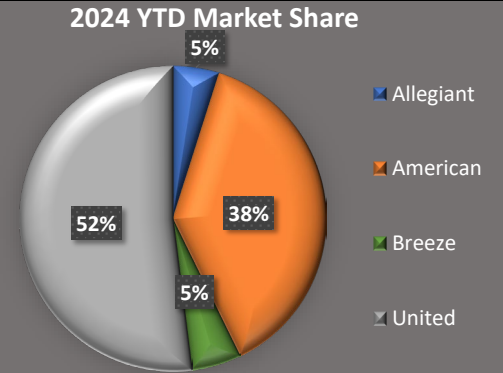
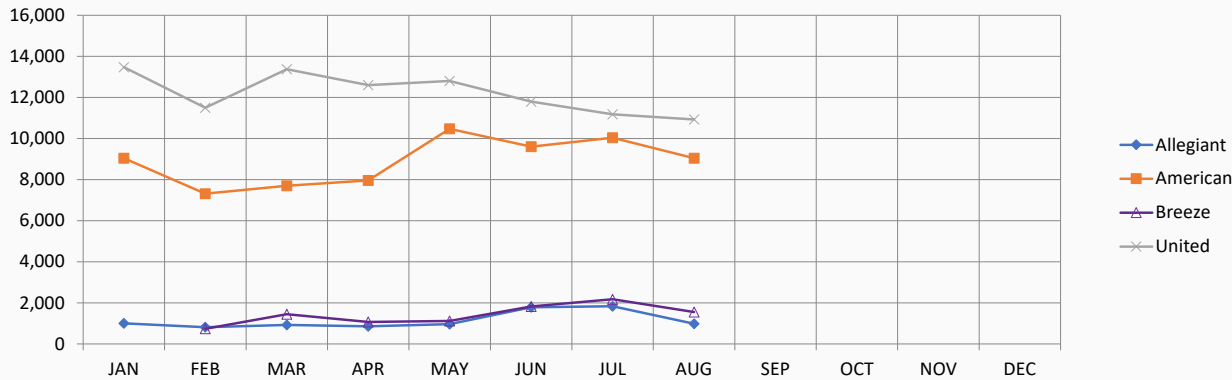
# Total Passenger Enplanements



2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Charters/ Diversions	Total	Annual
JAN	987	7,201		10,410	0	18,598	↑ 12.1%
FEB	824	7,532	846	9,478	0	18,680	↑ 1.4%
MAR	961	8,521	1,512	11,046	53	22,093	↑ 10.0%
APR	798	8,226	1,089	12,830	0	22,943	↑ 3.4%
MAY	1,078	10,441	1,258	12,917	0	25,694	↑ 8.6%
JUN	1,696	11,035	1,691	11,224	6	25,652	↑ 27.0%
JUL	1,771	10,359	2,195	11,046	0	25,371	↑ 15.8%
AUG	1,060	8,873	1,519	10,973	243	22,668	↑ 11.7%
SEP						0	
OCT						0	
NOV						0	
DEC						0	
<b>TOTAL</b>	<b>9,175</b>	<b>72,188</b>	<b>10,110</b>	<b>89,924</b>	<b>302</b>	<b>181,699</b>	
Market Share	5.05%	39.73%	5.56%	49.49%	0.17%	100.00%	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Charters/ Diversions	Total
JAN	932	8,545	0	7,110	0	16,587
FEB	1,507	9,479	0	7,326	108	18,420
MAR	2,512	8,687	0	8,886	0	20,085
APR	1,790	10,063	0	10,339	0	22,192
MAY	1,587	10,848	0	11,221	0	23,656
JUN	1,663	9,246	0	9,285	0	20,194
JUL	2,571	10,062	0	9,280	0	21,913
AUG	1,303	9,171	0	9,826	0	20,300
SEP	893	10,032	0	12,388	0	23,313
OCT	1,074	11,220	0	11,501	0	23,795
NOV	980	8,490	0	11,535	0	21,005
DEC	1,041	7,932	0	10,877	0	19,850
<b>TOTAL</b>	<b>17,853</b>	<b>113,775</b>	<b>-</b>	<b>119,574</b>	<b>108</b>	<b>251,310</b>
Market Share	7.10%	45.27%	0.00%	47.58%	0.04%	100.00%

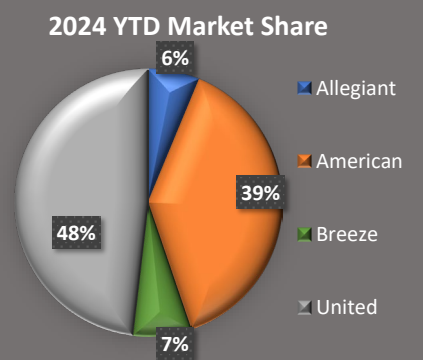
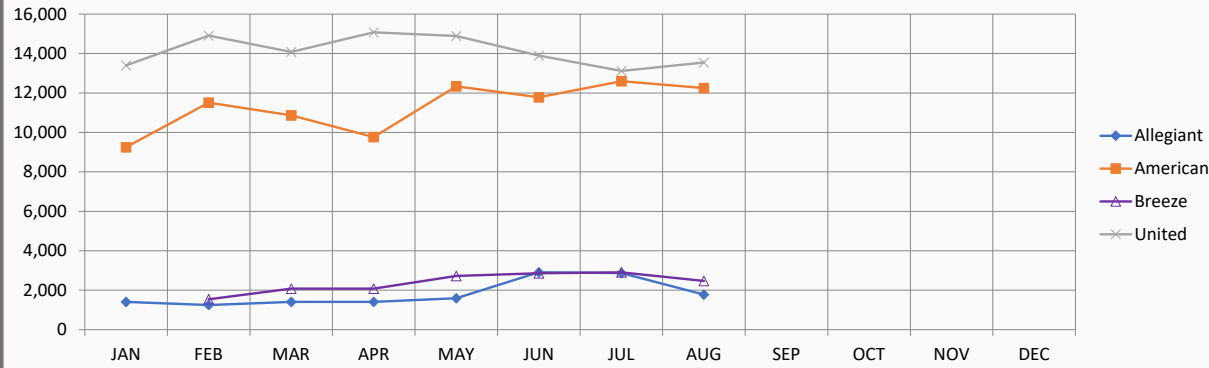
# Total Passenger Deplanements



2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Charters/ Diversions	Total	Annual
JAN	1,001	9,044		13,474	0	23,519	↑ 21.4%
FEB	814	7,316	738	11,500	178	20,546	↑ 4.4%
MAR	925	7,705	1,445	13,377	207	23,659	↑ 0.7%
APR	860	7,960	1,067	12,601	121	22,609	↓ -1.0%
MAY	966	10,472	1,122	12,802	248	25,610	↑ 10.0%
JUN	1,787	9,601	1,823	11,801	40	25,052	↑ 21.3%
JUL	1,835	10,040	2,176	11,181	233	25,465	↑ 19.0%
AUG	979	9,041	1,554	10,928	1,212	23,714	↑ 16.4%
SEP						0	
OCT						0	
NOV						0	
DEC						0	
<b>TOTAL</b>	<b>9,167</b>	<b>71,179</b>	<b>9,925</b>	<b>97,664</b>	<b>2,239</b>	<b>190,174</b>	
Market Share	4.82%	37.43%	5.22%	51.36%	1.18%	100.00%	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Charters/ Diversions	Total
JAN	900	8,617	0	9,727	131	19,375
FEB	1,529	9,723	0	8,164	265	19,681
MAR	2,259	10,202	0	10,820	202	23,483
APR	1,827	10,498	0	10,453	54	22,832
MAY	1,683	10,837	0	10,761	0	23,281
JUN	1,683	9,194	0	9,776	2	20,655
JUL	2,792	9,595	0	9,006	0	21,393
AUG	1,345	9,124	0	9,897	0	20,366
SEP	796	9,615	0	11,834	0	22,245
OCT	1,050	10,451	0	11,176	0	22,677
NOV	960	8,262	0	11,333	0	20,555
DEC	992	8,386	0	11,724	0	21,102
<b>TOTAL</b>	<b>17,816</b>	<b>114,504</b>	<b>-</b>	<b>124,671</b>	<b>654</b>	<b>257,645</b>
Market Share	6.91%	44.44%	0.00%	48.39%	0.25%	100.00%

# Scheduled Capacity



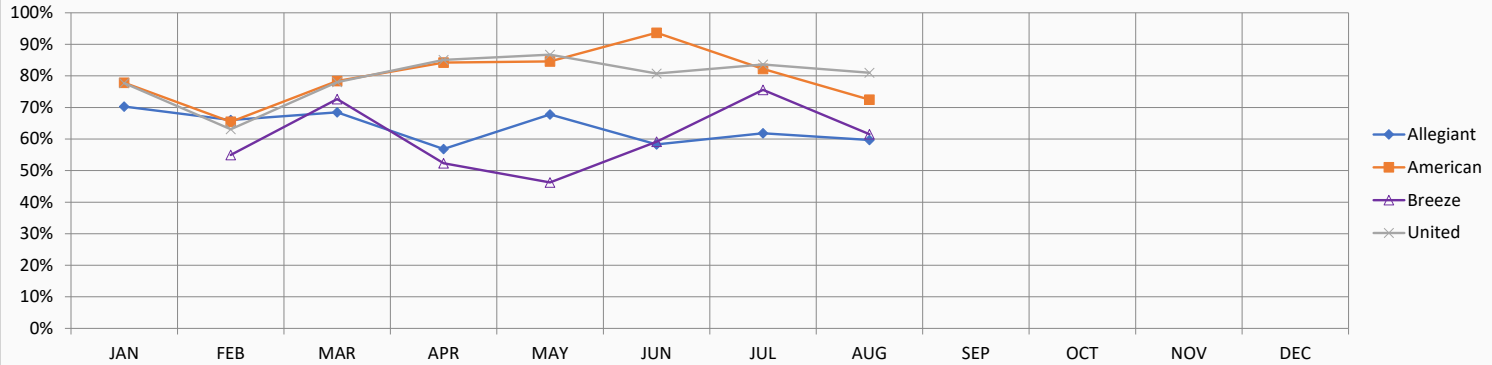
2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Total	Annual
JAN	1,404	9,254		13,399	24,057	↑ 15.8%
FEB	1,248	11,508	1,540	14,912	29,208	↑ 21.1%
MAR	1,404	10,871	2,080	14,078	28,433	↑ 2.1%
APR	1,404	9,766	2,080	15,077	28,327	↑ 4.5%
MAY	1,590	12,342	2,720	14,892	31,544	↑ 13.4%
JUN	2,910	11,779	2,860	13,898	31,447	↑ 22.9%
JUL	2,865	12,598	2,904	13,118	31,485	↑ 14.5%
AUG	1,776	12,246	2,470	13,544	30,036	↑ 12.7%
SEP					0	
OCT					0	
NOV					0	
DEC					0	
<b>TOTAL</b>	<b>14,601</b>	<b>90,364</b>	<b>16,654</b>	<b>112,918</b>	<b>234,537</b>	
Market Share	6.23%	38.53%	7.10%	48.15%	100.00%	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Total
JAN	1,446	11,096	0	8,230	20,772
FEB	2,112	13,749	0	8,262	24,123
MAR	3,102	13,908	0	10,846	27,856
APR	2,826	13,300	0	10,980	27,106
MAY	2,334	13,057	0	12,418	27,809
JUN	3,078	11,091	0	11,424	25,593
JUL	3,546	12,727	0	11,214	27,487
AUG	1,794	13,628	0	11,218	26,640
SEP	1,278	11,972	0	14,112	27,362
OCT	1,404	12,212	0	12,106	25,722
NOV	1,269	10,053	0	12,716	24,038
DEC	1,448	9,912	0	12,990	24,350
<b>TOTAL</b>	<b>25,637</b>	<b>146,705</b>	<b>-</b>	<b>136,516</b>	<b>308,858</b>
Market Share	8.30%	47.50%	0.00%	44.20%	100.00%



# Load Factor

\*Includes Scheduled Flights ONLY



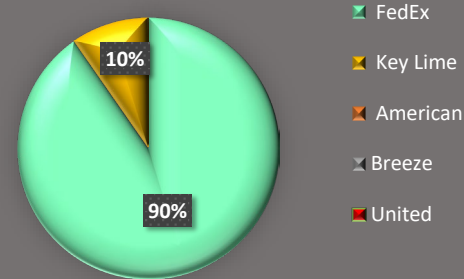
2024	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Total	Annual
JAN	70%	78%		78%	77%	↓ -3%
FEB	66%	65%	55%	63%	64%	↓ -13%
MAR	68%	78%	73%	78%	77%	↑ 5%
APR	57%	84%	52%	85%	81%	↑ 0%
MAY	68%	85%	46%	87%	81%	↓ -4%
JUN	58%	94%	59%	81%	82%	↑ 4%
JUL	62%	82%	76%	84%	80%	↑ 1%
AUG	60%	72%	61%	81%	75%	↑ 1%
SEP						
OCT						
NOV						
DEC						
<b>TOTAL</b>	<b>63%</b>	<b>80%</b>	<b>61%</b>	<b>79%</b>	<b>77%</b>	

2023	Allegiant (LAX, AZA, LAS)	American (DFW, PHX)	Breeze (SNA, SFO)	United (DEN)	Total
JAN	64%	77%	0%	86%	80%
FEB	71%	69%	0%	89%	76%
MAR	81%	62%	0%	82%	72%
APR	63%	76%	0%	91%	81%
MAY	68%	83%	0%	90%	85%
JUN	54%	83%	0%	77%	77%
JUL	73%	79%	0%	81%	79%
AUG	73%	67%	0%	83%	74%
SEP	70%	84%	0%	88%	85%
OCT	76%	92%	0%	94%	92%
NOV	77%	84%	0%	91%	87%
DEC	72%	80%	0%	84%	82%
<b>TOTAL</b>	<b>70%</b>	<b>78%</b>	<b>0%</b>	<b>86%</b>	<b>81%</b>

# 2024 Enplaned and Deplaned Airfreight - Lbs

2024 YTD			
Enplaned Freight	2,787,634	↑	21.29%
Deplaned Freight	4,466,090	↑	14.55%
2023 YTD			
Enplaned Freight	2,298,326		
Deplaned Freight	3,898,826		

2024 Market Share



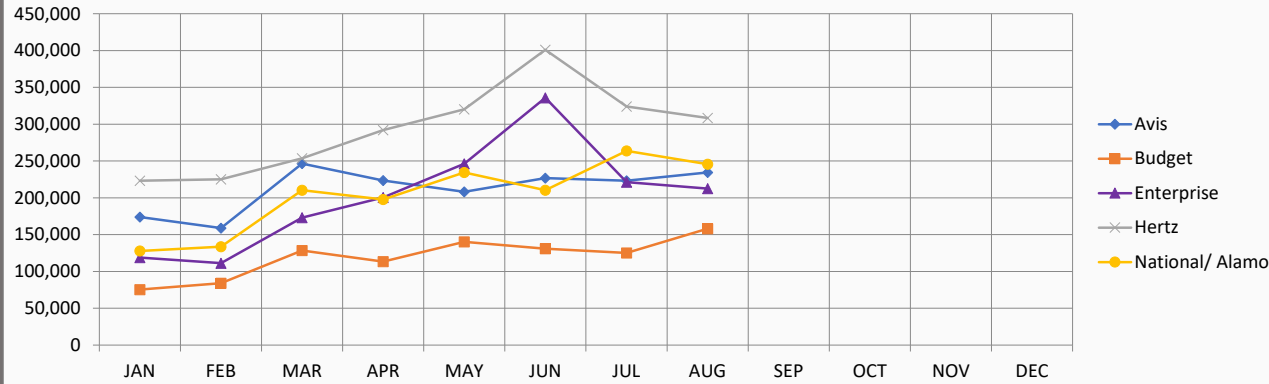
Enplaned	FedEx	Key Lime	American	Breeze	United	Total	YTD Total	Annual
JAN	284,027	14,391	12	-	97	298,527	298,527	↑ 8.0%
FEB	304,293	11,959	-	-	29	316,281	614,808	↑ 33.5%
MAR	312,469	16,211	-	-	989	329,669	944,477	↑ 1.5%
APR	281,463	16,218	-	-	167	297,848	1,242,325	↑ 8.3%
MAY	358,924	11,261	-	-	103	370,288	1,612,613	↑ 41.2%
JUN	359,404	12,986	13	-	15	372,418	1,985,031	↑ 29.1%
JUL	374,027	14,381	95	-	58	388,561	2,373,592	↑ 45.2%
AUG	401,207	12,791	-	-	44	414,042	2,787,634	↑ 13.0%
SEP						-		
OCT						-		
NOV						-		
DEC						-		
<b>TOTAL</b>	<b>2,675,814</b>	<b>110,198</b>	<b>120</b>	<b>-</b>	<b>1,502</b>	<b>2,787,634</b>	<b>2,787,634</b>	
Market Share	95.99%	3.95%	0.00%	0.00%	0.05%	100.00%		

Deplaned	FedEx	Key Lime	American	Breeze	United	Total	YTD Total	Month over Month
JAN	375,391	65,372	380	-	2,181	443,324	443,324	↓ -1.1%
FEB	438,433	65,277	567	-	615	504,892	948,216	↑ 17.3%
MAR	459,530	69,041	-	-	573	529,144	1,477,360	↑ 2.1%
APR	376,375	72,606	701	-	-	449,682	1,927,042	↑ 8.5%
MAY	517,230	75,952	-	-	-	593,182	2,520,224	↑ 34.4%
JUN	540,216	68,273	791	-	-	609,280	3,129,504	↑ 14.4%
JUL	578,093	81,629	159	-	-	659,881	3,789,385	↑ 28.6%
AUG	595,377	80,760	568	-	-	676,705	4,466,090	↑ 12.7%
SEP						-		
OCT						-		
NOV						-		
DEC						-		
<b>TOTAL</b>	<b>3,880,645</b>	<b>578,910</b>	<b>3,166</b>	<b>-</b>	<b>3,369</b>	<b>4,466,090</b>	<b>4,466,090</b>	
Market Share	86.89%	12.96%	0.07%	0.00%	0.08%	100.00%		

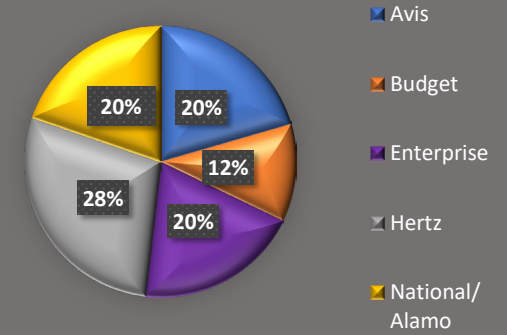
# 2024 Aircraft Operations

2024	Itinerant					Local			TOTAL
	Air Carrier	Air Taxi	General Aviation	Military	TOTAL ITINERANT	Local Civilian	Local Military	TOTAL LOCAL	
JAN	629	456	1,839	98	3,022	2,080	36	2,116	5,138
FEB	666	413	1,848	182	3,109	2,010	50	2,060	5,169
MAR	711	471	1,762	107	3,051	2,002	82	2,084	5,135
APR	554	405	2,090	98	3,147	1,776	76	1,852	4,999
MAY	651	431	2,055	134	3,271	1,628	90	1,718	4,989
JUN	691	418	2,223	157	3,489	1,287	38	1,325	4,814
JUL	602	470	2,681	138	3,891	1,724	88	1,812	5,703
AUG	654	506	2,623	89	3,872	1,494	64	1,558	5,430
SEP					0			0	0
OCT					0			0	0
NOV					0			0	0
DEC					0			0	0
<b>TOTAL</b>	<b>5,158</b>	<b>3,570</b>	<b>17,121</b>	<b>1,003</b>	<b>26,852</b>	<b>14,001</b>	<b>524</b>	<b>14,525</b>	<b>41,377</b>
Historical Data	2019	2020	2021	2022	2023	2024	2023-2024 Inc/Dec		
JAN	3,425	3,713	4,904	4,477	4,054	5,138	↑	26.74%	
FEB	3,473	4,378	4,195	4,672	3,457	5,169	↑	49.52%	
MAR	4,119	3,241	4,710	4,636	4,390	5,135	↑	16.97%	
APR	3,378	2,436	4,238	4,357	4,538	4,999	↑	10.16%	
MAY	4,075	3,826	4,514	5,235	4,440	4,989	↑	12.36%	
JUN	4,293	4,588	5,000	4,785	4,473	4,814	↑	7.62%	
JUL	4,348	4,784	5,014	4,039	5,356	5,703	↑	6.48%	
AUG	4,256	5,436	4,858	4,983	5,250	5,430	↑	3.43%	
SEP	3,941	4,777	5,355	4,890	6,450	-			
OCT	4,004	5,216	5,095	5,171	5,690	-			
NOV	3,811	4,612	4,841	3,974	5,078	-			
DEC	4,216	4,532	4,269	3,746	6,135	-			
<b>TOTAL</b>	<b>47,339</b>	<b>51,539</b>	<b>56,993</b>	<b>54,965</b>	<b>59,311</b>	<b>41,377</b>			

# 2024 Rental Car Revenues



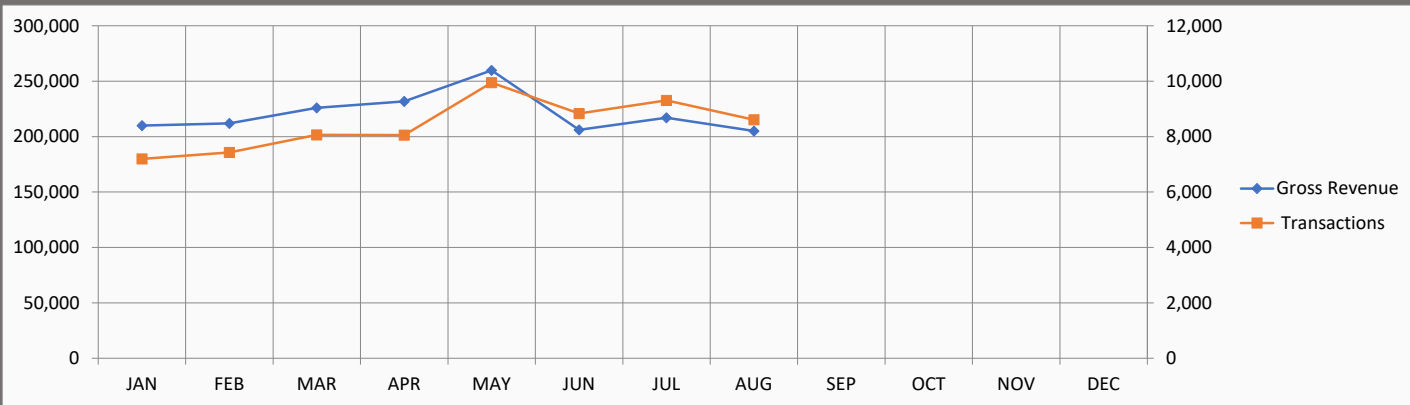
## 2024 Market Share



2024	Avis	Budget	Enterprise	Hertz	National/ Alamo	Total	YTD Total	Annual YTD	
JAN	173,845	75,404	118,776	223,211	127,791	719,026	719,026	↑	2.3%
FEB	158,922	84,182	111,296	225,026	133,750	713,176	1,432,202	↑	0.5%
MAR	246,456	128,358	173,034	253,618	210,412	1,011,878	2,444,080	↑	4.0%
APR	223,351	113,327	200,361	291,896	197,600	1,026,535	3,470,615	↑	2.7%
MAY	208,090	140,147	246,349	320,048	234,511	1,149,146	4,619,761	↑	2.8%
JUN	226,669	130,964	335,824	400,989	210,385	1,304,832	5,924,593	↑	5.2%
JUL	223,250	125,007	221,392	324,028	263,735	1,157,413	7,082,006	↑	4.2%
AUG	234,414	158,079	212,618	308,297	245,802	1,159,211	8,241,217	↑	3.9%
SEP						0			
OCT						0			
NOV						0			
DEC						0			
<b>TOTAL</b>	<b>1,694,996</b>	<b>955,469</b>	<b>1,619,651</b>	<b>2,347,113</b>	<b>1,623,987</b>	<b>8,241,217</b>	<b>8,241,217</b>		
Market Share	20.57%	11.59%	19.65%	28.48%	19.71%	100.00%			

2023	Avis	Budget	Enterprise	Hertz	National/ Alamo	Total	YTD Total
JAN	181,827	65,487	123,652	188,798	143,046	702,810	702,810
FEB	190,145	75,821	107,590	206,867	142,539	722,962	1,425,772
MAR	254,342	104,412	134,608	247,316	183,427	924,105	2,349,877
APR	274,156	134,658	196,094	217,265	208,603	1,030,775	3,380,652
MAY	214,029	146,630	233,204	272,627	246,679	1,113,171	4,493,823
JUN	220,371	155,734	214,896	351,403	195,591	1,137,994	5,631,817
JUL	216,754	165,221	204,004	369,830	207,560	1,163,369	6,795,186
AUG	240,821	157,859	184,695	345,047	209,632	1,138,054	7,933,240
SEP	294,294	149,806	284,758	336,892	244,914	1,310,664	9,243,904
OCT	265,920	170,534	271,416	344,468	277,885	1,330,223	10,574,127
NOV	152,239	72,211	174,950	233,775	153,820	786,995	11,361,122
DEC	117,840	63,949	134,389	194,173	119,753	630,104	11,991,226
<b>TOTAL</b>	<b>2,622,738</b>	<b>1,462,322</b>	<b>2,264,256</b>	<b>3,308,461</b>	<b>2,333,449</b>	<b>11,991,226</b>	
Market Share	21.87%	12.19%	18.88%	27.59%	19.46%	100.00%	

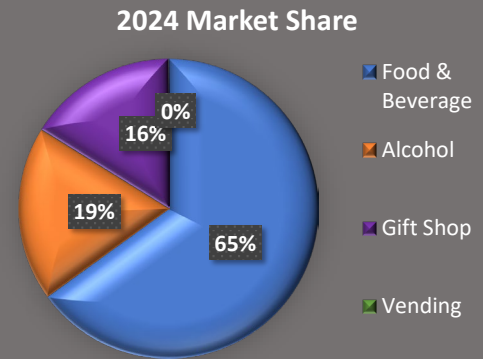
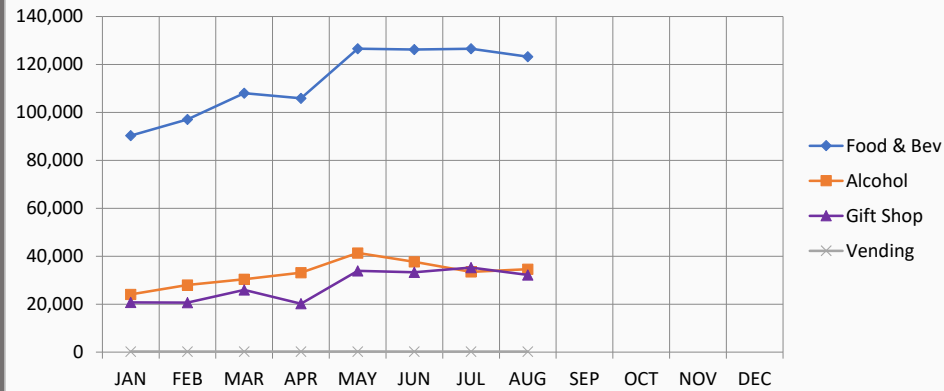
# 2024 Parking Revenues



2024	Gross Revenue	Transactions	YTD Gross Revenue	YTD Transactions	Revenue per Transaction	Annual YTD
JAN	209,954	7,194	209,954	7,194	\$ 29.18	↑ 9.8%
FEB	211,874	7,431	421,828	14,625	\$ 28.51	↑ 1.2%
MAR	225,906	8,059	647,734	22,684	\$ 28.03	↑ 5.5%
APR	231,790	8,054	879,524	30,738	\$ 28.78	↓ -0.2%
MAY	259,750	9,946	1,139,274	40,684	\$ 26.12	↓ -0.5%
JUN	206,119	8,831	1,345,393	49,515	\$ 23.34	↑ 6.9%
JUL	217,102	9,305	1,562,495	58,820	\$ 23.33	↑ 13.0%
AUG	205,067	8,608	1,767,562	67,428	\$ 23.82	↑ 5.4%
SEP						
OCT						
NOV						
DEC						
<b>TOTAL</b>	<b>1,767,562</b>	<b>67,428</b>	<b>1,767,562</b>	<b>67,428</b>	<b>\$ 26.21</b>	

2023	Gross Revenue	Transactions	YTD Gross Revenue	YTD Transactions	Revenue per Transaction
JAN	182,662	6,875	182,662	6,875	\$ 26.57
FEB	201,062	7,137	383,724	14,012	\$ 28.17
MAR	214,738	8,079	598,462	22,091	\$ 26.58
APR	243,795	8,458	842,257	30,549	\$ 28.82
MAY	250,617	9,550	1,092,874	40,099	\$ 26.24
JUN	183,350	8,396	1,276,224	48,495	\$ 21.84
JUL	178,577	8,650	1,454,801	57,145	\$ 20.64
AUG	178,228	7,882	1,633,029	65,027	\$ 22.61
SEP	199,599	8,268	1,832,628	73,295	\$ 24.14
OCT	239,876	10,128	2,072,504	83,423	\$ 23.68
NOV	227,874	7,983	2,300,378	91,406	\$ 28.54
DEC	217,878	8,356	2,518,256	99,762	\$ 26.07
<b>TOTAL</b>	<b>2,518,256</b>	<b>99,762</b>	<b>2,518,256</b>	<b>99,762</b>	<b>\$ 25.24</b>

# 2024 Terminal Concessions Revenues



2024	Food & Beverage	Alcohol	Gift Shop	Vending	Total	Annual
JAN	90,313	24,078	20,698	249	\$ 135,337	↓ -6.2%
FEB	97,093	28,025	20,670	252	\$ 146,040	↑ 2.5%
MAR	107,983	30,437	25,985	260	\$ 164,665	↑ 1.2%
APR	105,850	33,106	20,187	260	\$ 159,404	↓ -8.6%
MAY	126,545	41,379	33,897	262	\$ 202,084	↑ 16.6%
JUN	126,205	37,653	33,305	255	\$ 197,418	↑ 21.7%
JUL	126,555	33,517	35,279	255	\$ 195,605	↑ 11.8%
AUG	123,235	34,608	32,184	255	\$ 190,282	↑ 13.3%
SEP						
OCT						
NOV						
DEC						
<b>TOTAL</b>	<b>903,780</b>	<b>262,803</b>	<b>222,204</b>	<b>2,048</b>	<b>1,390,836</b>	<b>-28%</b>

2023	Food & Beverage	Alcohol	Gift Shop	Vending	Total
JAN	94,581	27,001	22,149	542	\$ 144,273
FEB	93,333	27,432	21,176	525	\$ 142,465
MAR	102,174	35,647	24,536	433	\$ 162,790
APR	111,201	35,582	27,274	344	\$ 174,402
MAY	106,032	36,213	30,735	316	\$ 173,296
JUN	105,070	28,173	28,665	271	\$ 162,180
JUL	111,353	31,433	31,937	237	\$ 174,960
AUG	104,513	31,181	32,036	279	\$ 168,008
SEP	102,355	34,840	34,470	260	\$ 171,925
OCT	105,895	37,553	32,609	233	\$ 176,290
NOV	87,515	31,440	25,939	236	\$ 145,131
DEC	79,536	27,439	24,070	292	\$ 131,337
<b>TOTAL</b>	<b>1,203,560</b>	<b>383,933</b>	<b>335,597</b>	<b>3,968</b>	<b>1,927,057</b>
Market Share	62%	20%	17%	0%	100%

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

As of Date:

08/31/2024

	Month			Budget Variance		Prior Year Variance		
	08/31/2024	08/31/2024	08/31/2023	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var	
	Budget	Actual	PY Actual					
<b>Operating revenue</b>								
Aeronautical revenue								
Passenger airline revenue								
1	Passenger airline landing fees	72,000	79,278	65,028	7,278	10.1%	14,250	21.9%
2	<b>Terminal rent</b>	<b>134,417</b>	<b>127,565</b>	<b>116,966</b>	<b>(6,852)</b>	<b>-5.1%</b>	<b>10,599</b>	<b>9.1%</b>
3	Other (boarding bridge)	5,129	3,635	5,699	(1,494)	-29.1%	(2,064)	-36.2%
	<b>Total Passenger airline revenue</b>	<b>211,546</b>	<b>210,478</b>	<b>187,693</b>	<b>(1,068)</b>	<b>-0.5%</b>	<b>22,785</b>	<b>12.1%</b>
Non-passenger airline revenue								
4	<b>Non-passenger landing fees</b>	<b>10,700</b>	<b>34,362</b>	<b>20,799</b>	<b>23,662</b>	<b>221.1%</b>	<b>13,563</b>	<b>65.2%</b>
5	Cargo and hangar rentals	5,350	5,455	5,284	105	2.0%	171	3.2%
6	<b>Fuel tax</b>	<b>40,725</b>	<b>22,935</b>	<b>21,427</b>	<b>(17,790)</b>	<b>-43.7%</b>	<b>1,508</b>	<b>7.0%</b>
7	<b>Fuel Flowage Fees and Sales</b>	<b>43,484</b>	<b>35,588</b>	<b>42,942</b>	<b>(7,896)</b>	<b>-18.2%</b>	<b>(7,354)</b>	<b>-17.1%</b>
8	Other (ramp parking, rapid refuel)	943	1,328	1,215	385	40.8%	113	9.3%
	<b>Total Non-passenger airline revenue</b>	<b>101,202</b>	<b>99,668</b>	<b>91,667</b>	<b>(1,534)</b>	<b>-1.5%</b>	<b>8,001</b>	<b>8.7%</b>
	<b>Total Aeronautical revenue</b>	<b>312,748</b>	<b>310,146</b>	<b>279,360</b>	<b>(2,602)</b>	<b>-0.8%</b>	<b>30,786</b>	<b>11.0%</b>
Non-aeronautical revenue								
9	Land and building leases	57,417	58,976	51,944	1,559	2.7%	7,032	13.5%
10	Terminal - restaurant & retail	20,000	19,694	17,396	(306)	-1.5%	2,298	13.2%
11	Terminal - other	15,333	15,450	15,407	117	0.8%	43	0.3%
12	Rental cars	150,277	154,527	153,107	4,250	2.8%	1,420	0.9%
13	<b>Parking</b>	<b>163,012</b>	<b>180,952</b>	<b>157,315</b>	<b>17,940</b>	<b>11.0%</b>	<b>23,637</b>	<b>15.0%</b>
14	Ground Transportation	7,086	8,976	9,842	1,890	26.7%	(866)	-8.8%
15	Other (advertising, security fee, vending, etc)	6,962	17,446	6,140	10,484	150.6%	11,306	184.1%
	<b>Total Non-aeronautical revenue</b>	<b>420,087</b>	<b>456,021</b>	<b>411,151</b>	<b>35,934</b>	<b>8.6%</b>	<b>44,870</b>	<b>10.9%</b>
	<b>Total Operating revenues</b>	<b>732,835</b>	<b>766,167</b>	<b>690,511</b>	<b>33,332</b>	<b>4.5%</b>	<b>75,656</b>	<b>11.0%</b>

**Variance Explanations - August 2024 Revenue Compared to Budget - Preliminary Financial Statements**

	Aug-24	Aug-24	Aug-23	Budget Variance	PY Variance		
	Budget	Actual	Actual				
<b>Seat Capacity</b>	24,828	30,036	26,640	5,208	21%	3,396	13%
<b>Passenger Landed Weight</b>	29,353,970	29,996,268	26,295,580	642,298	2%	3,700,688	14%
<b>Enplanements</b>	20,205	22,668	20,300	2,463	11%	2,368	12%
<b>Load Factor</b>	81%	75%	76%		-6%		-1%

Note that expenses have not been presented and compared on a monthly basis, because the timing of incurring expenses are more difficult to estimate and the YTD variances are more meaningful. Variance explanations and account explanations have been provided below for revenue accounts that have a budget-to-actual variance of more than 5% and where the revenue account makes up at least 5% of the monthly budgeted operating revenue for August (\$37K), plus any other with impactful variances.

***Operating Revenues: Operating revenues were more than 4% ahead of budget in August 2024***

- 2 **Terminal Rent** – The variance to budget in August was due to incentive credits. Terminal rent is a fixed charge to the airlines that covers their individual ticket counters and office space, as well as the shared space that includes: ticket queuing area, baggage claim, and secure hold room.
- 4 **Non-passenger landing fees** - Non-passenger landing fees were \$24K above budget driven by more FedEx flights and BLM activity due to fire season.
- 6 **Fuel tax revenue** – Fuel tax revenues are remitted back to the airport by CDOT, which can cause variability on a month-to-month basis. The variance was primarily due to lower-than-budgeted fuel prices.
- 7 **Fuel flowage fees and fuel sales** – Fuel flowage fees are collected from non-commercial fueling at the airport and therefore are driven by GA operations. Fuel flowage fees and sales were below budget in August by 18% (\$8K) driven by lower-than-budgeted fuel prices.
- 13 **Parking** - Parking revenues were ahead of budget by \$18K (11%) driven by more enplanements.



# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

		Year to Date			Budget Variance		Prior Year Variance	
		08/31/2024	08/31/2024	08/31/2023				
		Budget	Actual	PY Actual	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var
<b>Operating revenue</b>								
Aeronautical revenue								
Passenger airline revenue								
1	<b>Passenger airline landing fees</b>	<b>\$ 535,000</b>	<b>\$ 602,087</b>	<b>\$ 502,159</b>	<b>\$ 67,087</b>	<b>12.5%</b>	<b>\$ 99,928</b>	<b>19.9%</b>
2	Terminal rent	1,075,336	1,030,072	935,735	(45,264)	-4.2%	94,337	10.1%
3	Other (boarding bridge)	39,036	27,987	41,916	(11,049)	-28.3%	(13,929)	-33.2%
	<i>Total Passenger airline revenue</i>	<i>1,649,372</i>	<i>1,660,146</i>	<i>1,479,810</i>	<i>10,774</i>	<i>0.7%</i>	<i>180,336</i>	<i>12.2%</i>
Non-passenger airline revenue								
4	<b>Non-passenger landing fees</b>	<b>81,600</b>	<b>166,960</b>	<b>116,779</b>	<b>85,360</b>	<b>104.6%</b>	<b>50,181</b>	<b>43.0%</b>
5	Cargo and hangar rentals	42,602	43,126	41,128	524	1.2%	1,998	4.9%
6	<b>Fuel tax</b>	<b>265,190</b>	<b>193,220</b>	<b>248,489</b>	<b>(71,970)</b>	<b>-27.1%</b>	<b>(55,269)</b>	<b>-22.2%</b>
7	Fuel Flowage Fees and Sales	331,252	324,101	345,304	(7,151)	-2.2%	(21,203)	-6.1%
8	Other (ramp parking, rapid refuel)	9,446	14,783	11,685	5,337	56.5%	3,098	26.5%
	<i>Total Non-passenger airline revenue</i>	<i>730,090</i>	<i>742,190</i>	<i>763,385</i>	<i>12,100</i>	<i>1.7%</i>	<i>(21,195)</i>	<i>-2.8%</i>
	<i>Total Aeronautical revenue</i>	<i>2,379,462</i>	<i>2,402,336</i>	<i>2,243,195</i>	<i>22,874</i>	<i>1.0%</i>	<i>159,141</i>	<i>7.1%</i>
Non-aeronautical revenue								
9	Land and building leases	459,336	480,548	434,920	21,212	4.6%	45,628	10.5%
10	Terminal - restaurant & retail	162,000	167,315	157,883	5,315	3.3%	9,432	6.0%
11	Terminal - other	122,664	123,601	123,248	937	0.8%	353	0.3%
12	Rental cars	1,083,842	1,122,580	1,070,070	38,738	3.6%	52,510	4.9%
13	Parking	1,438,560	1,507,573	1,388,281	69,013	4.8%	119,292	8.6%
14	Ground Transportation	58,230	64,661	62,425	6,431	11.0%	2,236	3.6%
15	Other (advertising, security fee, etc.)	39,715	61,705	55,650	21,990	55.4%	6,055	10.9%
	<i>Total Non-aeronautical revenue</i>	<i>3,364,347</i>	<i>3,527,983</i>	<i>3,292,477</i>	<i>163,636</i>	<i>4.9%</i>	<i>235,506</i>	<i>7.2%</i>
	<b>Total Operating Revenues</b>	<b>\$ 5,743,809</b>	<b>\$ 5,930,319</b>	<b>\$ 5,535,672</b>	<b>\$ 186,510</b>	<b>3.2%</b>	<b>\$ 394,647</b>	<b>7.1%</b>

# Grand Junction Regional Airport Authority

## Statements of Changes in Net Position

Unaudited - subject to change

	Year to Date			Budget Variance		Prior Year Variance	
	08/31/2024	08/31/2024	08/31/2023				
	Budget	Actual	PY Actual	Budget \$ Var	Budget % Var	PY \$ Var	PY % Var
<b>Operating expenses</b>							
16 Personnel compensation and benefits	\$ 2,103,034	\$ 1,862,003	\$ 1,752,795	(241,031)	-11.5%	109,208	6.2%
17 Communications and utilities	334,720	232,911	267,453	(101,809)	-30.4%	(34,542)	-12.9%
18 Supplies and materials	542,744	383,961	411,431	(158,783)	-29.3%	(27,470)	-6.7%
19 Contract services	670,976	582,617	391,991	(88,359)	-13.2%	190,626	48.6%
20 Repairs & maintenance	422,000	418,129	357,606	(3,871)	-0.9%	60,523	16.9%
21 Insurance	133,336	108,348	100,282	(24,988)	-18.7%	8,066	8.0%
22 Training, Travel, & Air Service Development	139,328	94,431	96,969	(44,897)	-32.2%	(2,538)	-2.6%
23 Other Expense (marketing, professional dues, etc.)	80,120	35,036	34,805	(45,084)	-56.3%	231	0.7%
24 Contingency Expense	-	-	-	-	0.0%	-	0.0%
<i>Total Operating expenses</i>	4,426,258	3,717,436	3,413,332	(708,822)	-16.0%	304,104	8.9%
<b>Excess of Operating revenue over (under) expense</b>	<b>\$ 1,317,551</b>	<b>\$ 2,212,883</b>	<b>\$ 2,122,340</b>	<b>895,332</b>	<b>68.0%</b>	<b>90,543</b>	<b>4.3%</b>
<b>Non-operating revenue (expenses)</b>							
25 Passenger facility charges	663,287	738,482	671,643	75,195	11.3%	66,839	10.0%
26 Interest income	736,000	872,325	675,811	136,325	18.5%	196,514	29.1%
27 Interest expense	(509,576)	(516,076)	(518,620)	(6,500)	-1.3%	2,544	0.5%
28 Customer facility charges	400,270	457,964	417,468	57,694	14.4%	40,496	9.7%
29 Capital contributions	18,645,835	15,509,249	14,558,946	(3,136,586)	-16.8%	950,303	6.5%
29 Capital expenditures	(21,173,436)	(18,313,123)	(17,588,794)	2,860,313	13.5%	(724,329)	-4.1%
30 Non-Capital Contributions	47,336	25,720	69,035	(21,616)	-45.7%	(43,315)	-62.7%
31 Debt principal payments	(326,000)	(326,031)	-	(31)	0.0%	(326,031)	0.0%
<i>Total Non-operating revenue (expenses)</i>	(1,516,284)	(1,551,490)	(1,714,511)	(35,206)	-2.3%	163,021	9.5%
<b>Excess of revenue over (under) expense</b>	<b>\$ (198,733)</b>	<b>\$ 661,393</b>	<b>\$ 407,829</b>	<b>860,126</b>	<b>432.8%</b>	<b>253,564</b>	<b>62.2%</b>

## Variance Explanations - August 2024 Preliminary Financial Statements

Below are variance explanations for revenue and expense accounts with a budget variance of more than 5% and when the revenue or expense category makes up at least 5% of the YTD operating budget of \$287K for revenue and \$311K for all non-capital expenses and non-operating revenues and other impactful variances.

	YTD Aug-24 Budget	YTD Aug -24 Actual	YTD Aug -23 Actual	Budget Variance	PY Variance
Seat Capacity	204,019	234,537	207,386	30,518 15%	27,151 13%
Passenger Landed Weight	217,628,682	231,872,347	199,721,926	14,243,665 7%	32,150,421 16%
Enplanements	166,033	181,699	163,347	15,666 9%	18,352 11%
Load Factor	81%	77%	79%	-4%	-1%

### **Operating Revenues: Operating revenues were 3% (\$187K) ahead of budget through August 2024**

- 1 **Passenger Airline Landing Fees** - Passenger landing fees were 13% (\$67K) ahead of budget due to more scheduled flights on larger aircraft.
- 4 **Non-Passenger Landing Fees** - Non-passenger landing fees were 105% (\$85K) ahead of budget driven by more FedEx flights and BLM activity due to fire season.
- 6 **Fuel Tax** - Fuel tax revenue was short of budget by 27% (\$72K) due to the remittance process by CDOT, which can cause variability on a month-to-month basis, and lower-than-budgeted fuel prices.

### **Operating Expenses: Operating expenses were 16% (\$709K) below budget through August 2024**

- 16 **Personnel Compensation & Benefits** – Expenses were 12% (\$241K) below budget driven by position vacancies.
- 17 **Communications and Utilities** – Communications and utilities expenses were 30% (\$102K) below budget. The monthly budget allocates funds evenly across the year. Actual expenses are incurred on an as-needed basis.
- 18 **Supplies & Materials** – Supplies and materials were 29% (\$159K) below budget. The monthly budget allocates funds evenly across the year. Actual expenses are incurred on an as-needed basis.
- 19 **Contract Services** – Contract services were 13% (\$88K) below budget. The monthly budget allocates funds evenly across the year. Actual expenses are incurred on an as-needed basis.

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

- 25 **Passenger Facility Charge Revenue** – PFC revenue was 11% (\$75K) above budget through August, driven by higher-than-budgeted passenger traffic.
- 26 **Interest Income** – Interest income was \$136K above budget due to high balances held in the COLOTRUST investment accounts and high interest rates.
- 28 **Customer Facility Charge Revenue** – CFC revenues were 14% (\$58K) ahead of budget driven by higher-than-budgeted passenger traffic.
- 29 **Capital Contributions & Expenditures** – The differences to budgeted amounts in these accounts reflect the monthly budget allocation methodology. The construction work is budgeted in total for the entire year. These expenditures are largely driven by the phase of construction to be completed in the reporting period.

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

		Month Ending 08/31/2024	Month Ending 07/31/2024	Variance
<b>Assets</b>				
Current Assets				
	Cash and Cash Equivalents - Unrestricted	\$ 21,347,069	\$ 20,683,668	\$ 663,401
	Cash and Cash Equivalents - Restricted	4,149,229	3,945,464	203,765
1	<i>Total Cash and Cash Equivalents</i>	<u>25,496,298</u>	<u>24,629,132</u>	<u>867,166</u>
	Accounts Receivable			
	Accounts Receivable - Ops, net of allowance of \$24,000	5,561,411	5,715,556	(154,145)
	Accounts Receivable - Capital	8,079,707	8,907,336	(827,629)
2	<i>Total Accounts Receivable, Net</i>	<u>13,641,118</u>	<u>14,622,892</u>	<u>(981,773)</u>
3	Prepaid Expenses	593,380	614,158	(20,778)
	<i>Total Current Assets</i>	<u>39,730,797</u>	<u>39,866,182</u>	<u>(135,385)</u>
<b>Non-Current Assets</b>				
Capital Assets				
	Capital Assets not subject to depreciation	49,676,441	49,676,441	-
	Capital Assets subject to depreciation, net	61,074,663	61,560,302	(485,638)
4	<i>Total Capital Assets, Net</i>	<u>110,751,104</u>	<u>111,236,743</u>	<u>(485,638)</u>
5	Bond Project Fund	120,628	120,097	531
	<i>Total Non-Current Assets</i>	<u>110,871,732</u>	<u>111,356,840</u>	<u>(485,108)</u>
	<b>Total Assets</b>	<b><u>150,602,529</u></b>	<b><u>151,223,022</u></b>	<b><u>(620,493)</u></b>
6	<b>Deferred Outflows of Resources - Pension Plan</b>	<b><u>1,184,105</u></b>	<b><u>1,184,105</u></b>	<b><u>-</u></b>
<b>Liabilities</b>				
Current Liabilities				
7	Accounts Payable - Ops	309,771	382,525	(72,754)
7	Accounts Payable - Capital	3,698,638	5,121,149	(1,422,511)
8	Accrued Expenses	206,330	201,512	4,818
9	Lease Deposits	151,054	151,054	-
10	Deferred Revenue	25,067	25,067	-
11	Note Payable	378,456	369,927	8,529
12	Current portion of bonds payable	1,144,111	1,088,436	55,675
	<i>Total Current Liabilities</i>	<u>5,913,427</u>	<u>7,339,671</u>	<u>(1,426,244)</u>
Long Term Liabilities				
	CO SIB Payable	3,075,737	3,075,737	-
	Bond and capital lease payable	14,369,592	14,369,592	-
	Deferred Revenue	302,889	304,978	(2,089)
	Net Pension and OPEB Liability	2,246,984	2,246,984	-
13	<i>Total Long Term Liabilities</i>	<u>19,995,202</u>	<u>19,997,291</u>	<u>(2,089)</u>
	<i>Total Liabilities</i>	<u>25,908,629</u>	<u>27,336,961</u>	<u>(1,428,333)</u>
14	<b>Deferred Inflows of Resources</b>	<b><u>4,222,144</u></b>	<b><u>4,222,144</u></b>	<b><u>-</u></b>
	<b>Total Net Position</b>	<b><u>\$ 121,655,862</u></b>	<b><u>\$ 120,848,022</u></b>	<b><u>\$ 807,840</u></b>

## Variance Explanations - August 2024 Statement of Financial Position

### ***Assets: Total Assets decreased by \$620K from July 2024 to August 2024 primarily due to grant reimbursements and capital accounts receivable cycles.***

- 1 **Cash** – Unrestricted cash increased by \$663K due to payments received for grant reimbursement. Restricted cash increased by \$204K due to PFC and CFC activity.
- 2 **Accounts Receivable** – Total receivables decreased by \$982K as reimbursements were received on grant-funded projects.
- 3 **Prepaid Expenses** – Prepaid expenses are primarily related to insurance contracts and software subscriptions that we pay annually, or in advance, that we will receive benefit for over a period of time. As we use these services over the policy or contract period, the amount is recognized as an expense, rather than expensing the entire annual cost in the month that it is paid.
- 4 **Capital Assets, Net** – Historically, the airport has not capitalized equipment throughout the year as it is purchased, but instead, expenses all purchases as part of capital expenditures and then capitalizes assets at year end. This allows us to track spending for budget purposes. Therefore, the only change in the fixed assets accounts that will be seen on a monthly basis is the regular monthly depreciation of assets.
- 5 **Bond Project Fund** – The remaining bond project fund balance represents interest earnings that were accumulated on the project funds. The accumulated interest is still restricted in purpose, but is available to cover debt service.

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

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

***Liabilities: Total Liabilities decreased by \$1.4M from July 2024 to August 2024 due to a decrease in accounts payable associated with the airfield projects and the timing of operating expense payables.***

- 7 **Accounts Payable** – Similar to accounts receivable, the majority of the balance and the variance from month to month are caused by the capital expenses payable to contractors and engineers associated with our capital projects.
- 8 **Accrued Expenses** – This category is primarily made up of liabilities for un-used Paid Time Off and payroll accruals to recognize payroll expenses in the periods that the employees have worked. Changes in this account month to month are almost entirely related to changes in the payroll accruals.
- 9 **Lease Deposits** – Lease deposits are primarily made up of General Aviation Lease deposits that were required in the standard ground lease based on a number of month's rent. We also hold deposits for parking passes held by airport tenant employees. These amounts are payable back to tenants at the end of the lease, or as parking passes are returned. The balance of deposits typically does not change materially from period to period as activity is limited.
- 10 **Deferred Revenue** – This liability represents rent received in advance and is primarily made up of a pre-payment received by the BLM in 2017. Prepaid rent is a liability because we have not provided our tenant with the space for the period of time that they paid us for.
- 11 **Note Payable** – This line is the amount due in the next year on the CO SIB loan taken to pay for the public parking lot expansion and rehabilitation of Taxilane C1A.
- 12 **Current Portion of capital lease and bonds payable** – This balance represents principal and interest due on the outstanding revenue bond in the current calendar year. We have semi-annual payments due June 1 and December 1 for the bonds.
- 13 **Long-Term Liabilities** – The long-term bond payable and capital payable balance is updated annually at year-end to reflect the remaining portion due beyond one year, therefore there is no change from the prior month. The net Pension liability is also only calculated annually, so there will be no change in this amount. This is the actuarial estimate of the airport's portion of the unfunded Pension liability for PERA. Long-term deferred revenue represents payments received by the airport for future rights of services or rent for periods farther out than 12 months.

***Deferred Inflows of Resources:***

- 14 **Deferred Inflows of Resources - Pension Plan** – Similar to deferred outflows described above, the deferred inflows of resources represent a timing difference for recognizing changes in the estimated pension liability for our PERA pension and health plans offered to employees. Deferred Inflows of resources actually represent increases to the pension liability that will be recognized in future years, primarily related to changes in actuarial assumptions. These will only be calculated annually, and therefore no changes will be seen month to month.

***Total Net Position: Total Net Position increased from July 2024 to August 2024 by \$808K due to an increase in cash and the decrease in accounts payable due to the timing of payments and receivables for airfield projects.***

**Grand Junction Regional Airport Authority****Current Assets and Current Liabilities - Unaudited, subject to change**

	Month Ending 08/31/2024	Month Ending 07/31/2024	Variance
<b>Current Assets</b>			
Cash and Cash Equivalents - Unrestricted	\$ 21,347,069	\$ 20,683,668	\$ 663,401
Cash and Cash Equivalents - Restricted	4,149,229	3,945,464	203,765
Operating Accounts Receivable	5,561,411	5,715,556	(154,145)
Capital Accounts Receivable	8,079,707	8,907,336	(827,629)
Prepaid Expenses	593,380	614,158	(20,778)
<b>Total Current Assets</b>	<b>39,730,797</b>	<b>39,866,182</b>	<b>(135,385)</b>
<b>Current Liabilities</b>			
Accounts Payable - Ops	309,771	382,525	(72,754)
Accounts Payable - Capital	3,698,638	5,121,149	(1,422,511)
Accrued Expenses	206,330	201,512	4,818
Lease Deposits	151,054	151,054	-
Deferred Revenue	25,067	25,067	-
Current portion of note and bonds payable	1,522,568	1,458,364	64,204
<b>Total Current Liabilities</b>	<b>5,913,427</b>	<b>7,339,671</b>	<b>(1,426,244)</b>
Current Ratio - Excluding Restricted Cash	6.02	4.89	1.12
Days Unrestricted Cash on Hand	1,155	1,119	36

**GJRAA - Breakdown of Capital Expenditure Costs Year-to-Date through August 31, 2024**

**2024 GRANT FUNDED CAPITAL EXPENDITURES INCURRED AND GRANT REVENUE RECOGNIZED**

Grant Number	Project/Grant Description	2024 Project Costs Incurred	Grant Revenue Recognized in	
			2024	2024 GJRAA Local Share
AIP 72	Construct Runway 11/29 (Phase 11-Grading and Drainage)	1,041,560	1,041,560	-
AIP 75	Runway Design -Schedule 4-7 Utility Infrastructure *	(10,555)	(9,499)	(1,055)
AIP 76	RWY 11-29 Construction Schedule 4	1,395,986	1,294,219	101,767
AIP 77	NAVAIDs and Schedule 4a Grading and Drainage	394,562	355,105	39,456
AIP 78	Temp NAVAID Equipment Construction Pavement Design	7,418,220	6,676,398	741,822
AIP 79	RWY 12-30 Sch 5-7 Grading & Drainage	4,045,041	3,770,787	274,254
AIP 80	Passenger Loading Bridges	914,393	861,450	52,943
AIP 81	RWY 12-30 Sch 6 Grading & Drainage	1,605,819	1,507,061	98,758
AIP 82	RWY 12-30 Pavement Subbase	1,118	1,006	112
AIP 83	RWY 12-30 Pavement Subbase	-	-	-
AIP TBD	RWY 12-30 Pavement Design	821,138	-	821,138
CDOT	ARFF Truck Replacement	18,605	11,163	7,442
<b>Total Grant Projects</b>		<b>\$ 17,645,887</b>	<b>\$ 15,509,249</b>	<b>\$ 2,136,636</b>

\*Expenses reallocated to AIP 72

**2024 CAPITAL EXPENDITURES INCURRED FOR PROJECTS WITH NO GRANT FUNDING**

Project Description	2024 Costs Incurred	
Employee Parking Lot Expansion	9,200	
4/22 Pavement Rehab	82,101	
Gate 1 Repairs	(87,131)	Insurance proceeds for 2023 expenses
GJT Fire Suppression System Upgrade Design	4,375	
GJT Passenger Boarding Bridge Replacement Design	134,374	
Parking Lot Expansion Landscaping & Lighting	201,548	
ATCT Roof and Mechanical Replacement	25,010	
Other Capital Expenditures	297,760	
<b>Total Non-AIP Projects</b>	<b>\$ 667,236</b>	

**Total Capital Expenditures YTD \$ 18,313,123**