



Board Packet

Regular Board Meeting

November 15, 2018



GRAND JUNCTION
REGIONAL AIRPORT

Grand Junction Regional Airport Authority



Date: November 15, 2018

Location:

**COLORADO MESA UNIVERSITY: UNIVERSITY CENTER
1100 NORTH AVENUE
GRAND JUNCTION, CO 81501
UC 213 MEETING ROOM**

Time: 5:15 PM

REGULAR MEETING AGENDA

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

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

VI. Consent Agenda

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

- A. October 16, 2018 Meeting Minutes _____ 1
- B. Uber and Lyft Contract Renewals _____ 2
- C. Asset Disposal Approval _____ 3
- D. Procurement Policy Amendment _____ 4

VII.	Action Items	
	A. 2019 Plan and Budget _____	5
VIII.	Discussion Item	
	A. FAA AIP Supplemental Grant Requests _____	6
	B. Recommendation of Award - General Contractor On-Call _____	7
IX.	Staff Reports	
	A. Finance and Activity report (Sarah Menge) _____	8
	B. Operations report (Mark Papko)	
	C. Facilities report (Ben Peck)	
	D. Project report (Eric Trinklein)	
	E. Contractor reports (Colin Bible, Scott Cary, Geoff Mohney, Adam Shuler)	
X.	Any other business which may come before the Board	
XI.	Adjournment	



Grand Junction Regional Airport Authority Board
Special Board Meeting
 Meeting Minutes
 October 16, 2018

REGULAR BOARD MEETING

I. Call to Order & Pledge of Allegiance.

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on October 16, 2018 in Grand Junction, Colorado and in the County of Mesa.

<p><i>Commissioners Present:</i> Tom Benton, <i>Chairman</i> Chuck McDaniel, <i>Vice-Chairman</i> Erling Brabaek Clay Tufly Ronald Velarde Rick Taggart</p> <p><i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Victoria Hightower, <i>Clerk</i> Eric Trinklein Mark Papko Ben Peck Aaron Morrison Shelagh O’Kane</p>	<p><i>Other:</i> Geoff Mohney, Mead & Hunt Colin Bible, Garver Shannon Kinslow, TOIL Jared Easterlin, Mead & Hunt Brad Rolf, Mead & Hunt</p>
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II. Pledge of Allegiance

Commissioner Brabaek stated that he has a conflict regarding item E. Vehicle Purchase, on the Consent Agenda, and requested for the item to be voted on separately.

Commissioner Benton stated that item E will be removed from the Consent Agenda and will be voted on separately.

Commissioner Taggart moved to approve the agenda as amended. Commissioner Tufly seconded. Voice Vote. All Ayes. Commissioner Shrader is absent

III. Approval of Agenda

IV. Commissioner Comments

Commissioner Benton welcomed Ms. Sarah Menge, the Airport's new Director of Finance.

V. Citizen Comments

None.

VI. Consent Agenda

- A. September 4, 2018 Special Meeting Minutes
- B. September 18, 2018 Meeting Minutes
- C. Procurement Policy Amendment
- D. Delegation of Authority for nonaeronautical Subleases
- ~~E. Vehicle Purchase~~
- F. Award Carpet RFP
- G. Upgrade Controls for Airside Fuel Site
- H. P.A. Award

Commissioner Tufly moved for the Board to approve consent agenda items A-H and excluding E. Commissioner Taggart seconded. Voice Vote. All Ayes. Commissioner Shrader is absent

VIb. E. Vehicle Purchase

Commissioner Brabaek exited the room due to a conflict of interest with this item

Commissioner Tufly moved for the Board to approve item E. Vehicle Purchase. Commissioner Taggart seconded. Voice Vote. All Ayes. Commissioner Shrader is absent

VII. Action Items

- A. Scope of Work – Terminal Projects Construction Administration – Mead & Hunt

This scope of services is to provide professional services to support construction of the Terminal Improvements. Professional services include reviews of contract material documentation, project coordination, site visits, and payment applications.

Staff recommends that the Board approve the award of the Scope of Services for the Construction Administration Services for the Terminal Renovations to Mead and Hunt Architecture and authorize the Executive Director to sign the Scope of Work. Additionally, staff recommends that the Executive Director be authorized to make payments for work completed with a fixed fee of \$141,944.

Commissioner Tufly moved for the Board to approve action item A. Scope of Work – Terminal Projects Construction Administration – Mead & Hunt. Commissioner Brabaek seconded. Voice Vote. All Ayes. Commissioner Shrader is absent

B. Minimum Standards

The current Minimum Standards were created in 2000 with the last update taking place in July of 2005. Over the past year and with the help of our consultant, commercial operators, airport tenants, and general public, staff has completed multiple iterations of an updated Minimum Standards and General Provisions. It is at the recommendation of staff that the Board approve the new Minimum Standards and General Provisions.

Commissioner Tufly moved for the Board to approve the new Minimum Standards and General Provisions as amended and presented. Commissioner McDaniel seconded. Voice Vote. Five Ayes, Commissioner Brabaek: No, Commissioner Shrader is absent.

VIII. Discussion Item

A. Final Review-2019 Plan and Budget

Public Notice of Budget can be viewed at https://gjairport.com/Board_Meetings

IX. Staff Reports

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

X. Any other business which may come before the Board

None.

XI. Adjournment

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

The meeting adjourned at 6:55PM.

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

Tom Benton, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Uber and Lyft Contract Renewals
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PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
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RECOMMENDATION:	Staff recommends that the Board approve the proposed contract renewals for ground transportation with Transportation Network Companies (TNC) (Uber and Lyft).
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SUMMARY:	Staff have sent the attached proposed business permit to Uber and Lyft and it is under review by their legal teams. The proposed permit maintains the current rates and charges for ground transportation which is as follows: <table border="1"><thead><tr><th>Number of Seats</th><th>Trip Fee</th></tr></thead><tbody><tr><td>1-8</td><td>\$2.50</td></tr><tr><td>9-15</td><td>\$3.75</td></tr><tr><td>16+</td><td>\$8.00</td></tr></tbody></table> The only substantial change to the prior year agreement is the addition of an article for confidentiality of records.	Number of Seats	Trip Fee	1-8	\$2.50	9-15	\$3.75	16+	\$8.00
Number of Seats	Trip Fee								
1-8	\$2.50								
9-15	\$3.75								
16+	\$8.00								

REVIEWED BY:	Staff & Finance Director
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FISCAL IMPACT:	None – maintain current rates & charges for TNC operators
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ATTACHMENTS:	Draft TNC Permit
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STAFF CONTACT:	Sarah Menge Office: 970.248.8581 Email: SMenge@gjairport.com
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**GRAND JUNCTION REGIONAL AIRPORT
TRANSPORTATION NETWORK COMPANY
BUSINESS PERMIT**

THIS PERMIT AGREEMENT, made and entered into this day of _____, 2018, by and between the GRAND JUNCTION REGIONAL AIRPORT AUTHORITY hereinafter referred to as “Airport,” and _____, hereinafter referred to as the “Permittee”.

RECITALS

WHEREAS, the Airport, has the authority and power to grant permits for the use of Airport facilities by commercial ground transportation businesses; and

WHEREAS, Permittee is a Transportation Network Company (TNC) as defined in Article V, Rules and Regulations.

NOW THEREFORE, the Airport hereby issues this permit, and by signing this permit Permittee agrees to abide by all the provisions hereof.

ARTICLE I
TERM

1.01 This permit shall terminate on December 31, 2019. If Permittee wishes to renew this permit, notice to this effect shall be directed in writing to the Airport sixty (60) days prior to the expiration date and shall be accompanied by an updated application.

ARTICLE II
PRIVILEGES

2.01 Permittee is authorized to operate its vehicles on public roadways or, in the case of a TNC, is authorized to enable TNC Drivers to receive trip requests through the TNC’s digital network, on Airport property by the most direct authorized route to pick-up and drop-off its customers at designated locations at the Airport.

2.02 Permittee agrees that it will not have an office or station at the terminal area of the Airport, or have an office or station at the Airport or other leasehold sites of the Airport without an approved rental agreement with the Airport, or unless otherwise approved by the Airport.

2.03 Permittee shall operate at the Airport in a safe, clean, and orderly fashion.

ARTICLE III
FEE

3.01 Permittees providing ground transportation shall pay to the Airport on a per trip basis including both dropping off and picking up passengers the following fee:

Number of Seats	Trip Fee
1-8	\$2.50
9-15	\$3.75
16+	\$8.00

Payment of this fee will be made on a monthly basis, payments shall be due on or before the 15th day following the conclusion of the most recent month. Payment submission shall include:

- Payment
- Monthly passenger drop offs
- Monthly passenger pick ups

3.02 In the event Permittee fails to pay such fees as required to be paid under provisions of this permit within five (5) days after the earliest date due, interest (currently set as one and one-half percent (1½ %)) per month shall accrue against the delinquent payment(s) from the date said payments becomes due until the same are paid. Implementation of this provision shall not preclude the Airport from terminating this permit for default in the payment of fees or from enforcing any other provisions contained herein.

3.03 In the event Permittee delivers a check or draft to the Airport in payment of any obligation arising under this permit, which is returned for lack of sufficient funds in Permittee's account or draft to the Airport, Permittee shall incur a service charge of twenty-five dollars (\$25.00) or five percent (5%) of the face amount of such check, whichever is greater.

ARTICLE IV INSURANCE AND INDEMNIFICATION

4.01 Permittee shall procure, at its own expense, and file with the Airport a personal injury and public liability insurance policy, or a certificate thereof, in the amounts required by the Colorado Public Utilities Commission or in the amounts required by the Interstate Commerce Commission, whichever agency issues the operating authority to Permittee.

Such insurance as required above shall cover all automobiles owned, leased, rented or otherwise used by or on behalf of the Permittee at the Airport as required by Colorado state law, and such insurance shall carry an endorsement naming the Grand Junction Regional Airport Authority as an additional insured.

4.02 All insurance policies required above shall be issued by companies authorized or eligible to do business within Colorado and under the laws of the State of Colorado.

4.03 The Permittee shall furnish certificates of insurance to the Airport, which shall clearly indicate that Permittee has obtained insurance in the type, amount and classifications as required for the strict compliance with this article prior to conducting any operations at the Airport or on Airport property. No material reduction or cancellation of the insurance shall be effective without ten (10) days prior written notice to the Airport.

4.04 Compliance with the foregoing requirements shall not relieve the Permittee of its liability under any other portion of this permit.

4.05 The Permittee (including its officers, members, directors, employees, agents, representatives, and subcontractors) shall protect, defend, indemnify and hold the Airport, and their respective commissioners, council members, directors, agents, representatives, and employees (collectively referred to as the "Indemnitees") harmless from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury of any nature, or death of any person or damage to any property, including any injury or loss of third parties, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert witness fees), arising out of or incident to this Agreement or the acts or omissions of the Permittee, its officers, members, directors, agents, employees, representatives, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death, or damage may occur arising out of or incident to this Agreement. Permittee shall give the Airport reasonable notice of any such claims or actions. Notwithstanding the foregoing, nothing contained herein shall be construed as a waiver by the Airport, of their rights and immunities under the Colorado Governmental Immunity Act, as that Act may be amended from time to time.

Permittee, in respect of the risks and liabilities intended by the Parties to be assumed by Permittee hereunder, agrees that the insurance it provides will have no right of recovery or subrogation against Airport, and that Permittee's insurance shall be primarily liable for any and all losses, without regard to and without any right of contribution from any insurance maintained by Airport.

The provisions of this section shall survive the expiration or early termination of this Agreement and Permittee's obligations hereunder shall remain effective notwithstanding such termination or expiration with respect to any loss, injury or damage enumerated within this section for which Permittee has an obligation of indemnification, irrespective of whether the notice or claim is initiated prior to or subsequent to expiration of this Agreement or Permittee's termination hereunder. Nothing herein shall be construed as extending or modifying the statute of limitations pertaining to such claim under applicable law.

4.06 Nothing contained herein shall be deemed to grant any permission to operate a vehicle at the Airport that is otherwise required to obtain permits, licensing or other approval of any local, state or federal entity with jurisdiction or to in any way waive or limit any such requirement

ARTICLE V RULES AND REGULATIONS

5.01 Permittee shall conform to and obey all applicable state and municipal laws and ordinances, and shall abide by all minimum standards, rules, regulations, and resolutions prescribed by the Airport. The Grand Junction Regional Airport Authority has established commercial ground transportation vehicle operating procedures for all companies operating at the Grand Junction Regional Airport carrying passengers for hire. These operating procedures are to ensure that ground transportation service is fair and consistent among providers. The Airport's goal is to ensure that the public has access to the safest and most convenient passenger

movement, consistent with the requirements of the Colorado Public Utilities Commission (PUC).

Commercial ground transportation vehicle operators are required to abide by the commercial ground transportation vehicle operating procedures. Commercial ground transportation vehicle operators are subject to on-site supervision and direction by any personnel designated by the Executive Director (Director). Any person who violates these operating procedures will, at the discretion of the Director or his authorized representative, be denied use of the Airport and its facilities.

The commercial ground transportation vehicle operating procedures contained herein supersede and cancel all other previous commercial ground transportation vehicle operating rules and regulations set forth by the Airport and its facilities.

5.02 Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

Airport — shall mean the Grand Junction Regional Airport. The term shall also mean all improvements and appurtenances contained thereon.

Bus Operator — shall mean a commercial vehicle specifically for "shared ride" service, for hire, used for single or multiple passenger pickups (greater than 15 vehicle capacity) for one or more destinations, which is permitted by the PUC as a common carrier.

Commercial Ground Transportation Business – shall mean a for-hire business in which fares are charged for ground transportation from one location to another. The descriptions of Limousines, Taxis, TNC, & Van/Shuttles shall all fall into this category. Courtesy vehicles as described below shall not fall into this description.

Commercial Ground Transportation Business Permit — shall mean an authorization by the Airport to conduct commercial ground transportation activities at the Airport.

Courtesy Vehicle — shall mean commercial vehicles operated to and from the Airport terminal, specifically for the transportation and convenience of their patrons or prospective patrons, for which no compensation is rendered (ie. hotels, motels, etc.)

Limousine — shall mean any vehicle that carries persons for hire holding a Luxury Limousine Permit from the PUC

Non-Tenant Car Rental — shall mean any individual or company engaged in the business of renting or leasing passenger vehicles to the general public and does not have a concession agreement in effect with the Airport. The operation of shuttle vehicles shall be governed by these rules and regulations: however, non-tenant car rental organizations must comply with all provisions of the Agreement for Non-Tenant Rental Car Operations.

Solicitation or "to solicit" — shall mean to directly or indirectly, actively or passively, openly or subtly, as (or endeavor to obtain by asking) requests, implore, plead for, importune, seek or try to obtain.

Taxicab or "Taxi" — shall mean any vehicle that carries persons for fare, determined by a meter, and that is appropriately licensed to provide taxi service by the PUC.

Transportation Network Company or "TNC" — shall mean a TNC that connects paying passengers with drivers who provide the transportation on their own non-commercial vehicles or another vehicle authorized for use. All parties connect to the service via website, mobile apps, telephone/cellular telephone, and/or text messaging.

Transportation Network Company Driver or "TNC Driver" – shall mean an individual who uses his or her personal vehicle to provide services for riders matched through a transportation network company's digital network.

Van/Shuttle — shall mean a commercial vehicle specifically for "shared ride" service, for hire, used for single or multiple passenger pickups (up to 15 vehicle capacity) for one or more destinations, which is permitted by the PUC as a common carrier.

Walker Field Drive — shall mean the roadway circling the main public parking lot and passing in front of the terminal building.

5.03 All commercial ground transportation vehicles and TNC vehicles serving the Airport shall be of high quality, properly maintained in an excellent state of repair and operated in a clean, safe and businesslike manner. Vehicles shall be maintained in a clean, undamaged condition and present a favorable appearance as a representative of the Airport.

Each TNC driver will maintain, on his or her smartphone, a "digital decal" while using an app at the Airport. The digital decal will allow the Airport, at any and all times, to confirm the following information for any TNC driver using an app while operating at the Airport:

- (a) The TNC Driver identity and color photo of the TNC Driver;
- (b) Vehicle make and model;
- (c) License Plate number;
- (d) Certificates of insurance in accordance with State Law;

5.04 The Permittee shall comply with all applicable local, state and federal regulations and shall abide by the Rules and Regulations of the Airport as are now in effect, or that may be promulgated from time to time, including but not limited to the utilization of loading zones, commercial vehicle zones and other such traffic control arrangements as designated by the Airport Director and/or the Airport.

The Permittee shall pay all taxes, fees, licenses and moneys required by the Federal, state or local governments for its operations at the Airport.

The Permittee shall maintain and operate its service in compliance with all applicable requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, and Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation — Effectuation of Title 6 of the Civil Rights Act of 1964, as said regulations may be amended.

5.05 Permittees who are awaiting passengers who have reserved ground transportation may await their passengers and display a hand held sign with the name of the customer. If Permittee's vehicle is unattended while a driver is awaiting passengers, said vehicle must be parked in the

main parking lot south of the terminal facility. Under no circumstances may any vehicle be left unattended.

5.06 No signs, posters or similar devices shall be erected, displayed, or maintained by the Permittee on Airport premises without prior written approval of the Airport. Signs advertising ground transportation services may be posted if Permittee has entered into a valid contract with Airport's advertising concessionaire.

Solicitation of business in any manner whatsoever upon Airport property is strictly prohibited except by advertising signage as permitted above.

All commercial ground transportation companies engaged in transporting passengers for hire from the Airport must obtain a permit issued by the Airport.

The Airport Director and/or the Airport shall have the right to restrict drivers from operating at the Airport who do not comply with Airport Rules and Regulations or orders from responsible law enforcement officers who have jurisdiction within the boundaries of the Airport.

Any disputes between operators or grievances resulting from the enforcement of these regulations shall be filed, in writing, to the Airport Director who shall respond to the operator(s) in writing within 30 days indicating the proposed action to resolve the dispute or grievance. In the event that the dispute or grievance is not resolved to the operator's satisfaction, operator may present his/her grievance to the Board of Commissioners at a regular monthly meeting. The ruling by the Board of Commissioners shall be final.

ARTICLE VI **TERMINATION**

6.01 The Airport shall have the right, after fourteen (14) calendar days written notice sent by registered mail, return receipt requested, to Permittee informing of a default, to terminate this permit whenever the non-payment of any sum or sums due hereunder continues for a period of ten (10) calendar days after the due date for such payments; provided however, that such termination shall not be effective if Permittee makes the required payment during the fourteen (14) calendar day period following receipt of the written notice.

6.02 The Airport shall also have the right to terminate this permit after thirty (30) days written notice sent by registered mail to Permittee of the occurrence of any one or more of the following, unless same shall have been corrected within such period:

- a. Conducting on Airport premises any business or performing any acts not specifically authorized herein.
- b. Violation of or non-performance of any other covenant of this permit, unless Permittee has demonstrated to the satisfaction of the Airport that it has and continues to make a bona fide effort to remedy such violation or non-performance.

6.03 Prior to final termination under this article, the Airport will consider any relevant information submitted by Permittee within the time periods specified above.

ARTICLE VII
PAYMENTS AND NOTICES

7.01 Permittee shall pay all fees and other charges and submit all reports required by this permit to the following address:

Grand Junction Regional Airport
Attn: accounting
800 Eagle Drive
Grand Junction, Colorado 81506

7.02 All other notices required by this permit shall be sent by registered mail to the parties as follows:

To the Grand Junction Regional Airport

Executive Director
Grand Junction Regional Airport
800 Eagle Drive
Grand Junction, Colorado 81506

ARTICLE VIII
CONFIDENTIALITY

8.01 Confidentiality of Records. Any information that Permittee makes available to the Airport pursuant to this Agreement is deemed to be confidential and proprietary information (“Permittee's confidential information”), regardless of whether the records are marked as such, and shall not be disclosed to anyone without Permittee's express written permission unless required to be disclosed by applicable law or a court order; including without limitation the public records laws, provided that the Airport notifies Permittee of such requirement promptly prior to disclosure, and provided further that the Airport makes diligent efforts to limit disclosure pursuant to any available bases set forth in the Colorado Open Records Act or other applicable law. If the Airport determines that it must disclose such information, then the Airport will provide Permittee ten (10) business days prior to the proposed disclosure such that Permittee may seek court intervention concerning the potential disclosure of Permittee's confidential information. If the Airport is required to release Permittee's confidential information, it nevertheless shall use any available authorities to redact personal or business confidential information from such records to the extent consistent with applicable law and the final judgment.

The undersigned Permittee hereby agrees to and accepts the terms and requirements of this Permit:

Signature

Company Name

Printed Name and Title

Date

Permit Issued By: _____
Airport Authority Date

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Asset Disposal Approval		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board accept an offer from Telluride Airport to purchase a used snow plow hitch for \$500.		
SUMMARY:	<p>The snow plow hitch was torch cut from an old plow dump truck and is not currently being used by the Airport. The hitch is not tracked separately on the asset list.</p> <p>The unused hitch is essentially “scrap” to the Airport, since it does not fit any of our current trucks and we do not have a need for it. Since it is not usable to us, we compared the price offer to the current scrap value of \$70/ton which this far exceeds.</p> <p>Furthermore, Telluride Airport was referred to us by Bill Myslik of Myslik Inc. who had inspected the plow hitch on a sales call and offered the Airport a trade in value of \$500.</p> <p>Based on the fact that the airport has no current use for the hitch, the current scrap rate and trade in offer, the \$500 seems to be a fair and reasonable offer.</p>		
REVIEWED BY:	Finance Director		
FISCAL IMPACT:	Budget: Operating <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Total \$500 unbudgeted revenue to the Airport		
ATTACHMENTS:	N/A		
STAFF CONTACT:	Sarah Menge Office: 970.248.8581 Email: smenge@gairport.com		

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Procurement Policy Amendment
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board adopt the updated procurement policy incorporating the revised protest procedures.
SUMMARY:	The procurement protest procedures set out timelines for making and resolving protests related to any procurement. The procedures are being incorporated into §X of the Procurement Policy. The Executive Director has primary responsibility for resolving protests.
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	N/A
ATTACHMENTS:	Procurement Protest Policy
STAFF CONTACT:	Angela Padalecki 970-248-8588 apadalecki@gairport.com

GRAND JUNCTION REGIONAL AIRPORT AUTHORITY
PURCHASING AND PROCUREMENT POLICY
(Revised November 15, 2018)

I. Purpose of Policy

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

II. Ethic Responsibility

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

III. Petty Cash Procedures

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

- K. No item will be reimbursed from petty cash beyond 30 days after the date of purchase. All petty cash forms and authorizations must be completed in ink, and only the original receipt will be accepted for proof of purchase.
- L. Upon presentation of an invoice or sales receipt signed by the authorized employee, the Custodian of the Petty Cash Fund shall make reimbursement.
- M. All purchases must have Department Manager approval, and Department Manager's must verify the receipt and use of goods.
- N. The Petty Cash Fund shall be balanced and replenished monthly or more often, if needed, but shall always be done on the last day of the fiscal year.
- O. The Finance and Accounting Manager shall examine the Petty Cash Fund periodically and randomly to avoid abuse and misuse. An audit of the Petty Cash Fund and associated reports shall be performed annually by the Finance and Accounting Manager.

IV. Purchasing Procedures

- A. Goods, Materials, Supplies and Services for Operational Needs

The following procedures apply to invoice or receipt total:

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

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

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

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

B. Corporate Credit Cards

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

C. Retained Professional Services

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

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

D. Verification of Receipt of Purchases

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

V. Procurement Procedures

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

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

1. Sole Source Procurement

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

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

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

B. Sealed Competitive Bid – RFP/IFB

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

C. Competitive Proposals – RFQ

1. A Request for Qualifications (RFQ) is similar to an RFP but may be used in different circumstances and as required for certain FAA contracts and

vendor selection. An RFQ may be used to obtain preliminary information about a market, type of available service or a product when there is not enough information readily available to write an adequate specification or work statement. An RFQ may ask for input to assist the Airport in preparing a specification or work statement for a subsequent solicitation and may ask for pricing information only with the provision that such information would be submitted voluntarily.

2. Typical reasons why an RFQ may be used include:
 - Professional Services, such as Engineering, Planning, Architectural, etc...

VI. Contracts

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

VII. Use of Airport Revenue

- A. There are a variety of Airport Revenues, including Passenger Facility Charges, Customer Fee Charges, Federal, State and local grant funding. Each revenue stream is governed by rules and regulation concerning its use. Refer to the applicable rule or regulation for revenue use. Some of the regulation includes, but is not limited to:

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

VIII. Emergency Purchases/Exemptions

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

declare an emergency, provided that, whenever practicable, approval by the Board Chairman or Vice Chairman shall be obtained prior to the procurement.

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

IX. Approval of Executive Director reimbursements

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

X. Procurement Protest Procedure

Any actual or prospective bidder, contractor, or vendor who is aggrieved in connection with the solicitation or award of a contract and purchase order may protest to the Executive Director as set out in this section.

- A. The protest shall be submitted in writing to the Executive Director or designated representative, with a copy to the Airport's General Counsel c/o the Airport, within seven (7) working days after the aggrieved party knows or should have known of the facts giving rise thereto.
- B. The protest shall include a concise statement indicating the grounds and evidence, including facts, rules, regulations, statutes, and constitutional provisions, upon which the protest is based, with inclusion of all supporting documentation, a statement of specific ruling or relief requested, and signature of the protestor or an authorized agent of the protestor.
- C. The Executive Director shall have the authority to settle and resolve a protest of an aggrieved bidder, contractor, or vendor, actual or prospective, concerning a solicitation or award of a contract. A written decision regarding the protest shall be rendered within twenty-five (25) working days after the protest is filed. This authority shall be exercised in accordance with this Policy.
 - 1. The Airport reserves the right to make determinations that are deemed in the best interest of the Airport. If twenty-five (25) working days have

passed without a decision by the Executive Director, the written protest shall be resolved by the Airport General Counsel within ten (10) working days of the expiration of the twenty-five (25) working day period.

- D.** If a protestor formally disputes the procurement because the bid solicitation is allegedly defective, it is the responsibility of the protestor to notify the Executive Director in writing seven (7) days before the bid opening to allow the correction of the deficiency by amending the solicitation.
 - 1.** If a protestor disputes a defective solicitation after bid opening the Executive Director may dismiss the protest without action.
 - 2.** No formal protest may challenge the chosen procurement method, the evaluation criteria, the relative weight of the evaluation criteria or the formula specified for assigning points in any competitive selection process.
- E.** During any protest, no contact with Authority Board members, officers, or employee, other than the procurement agent identified in the solicitation or designee, the Executive Director or designee, and the Authority's General Counsel, is permitted from any protestor. Such communication may result in an automatic disqualification from selection for the pending solicitation.

XI. Procurement Chart

Procurement Threshold	Written Quotes	Pre-Approval Required	Required Approvals				RFP/RFQ Required
			Supervisor	Dept. Director	Executive Director	GJRAA Board	
Petty Cash							
\$0 to \$50	No	Yes		X			
Goods, Materials, Supplies and General Services							
\$0 - \$1000	None	No	X				
\$1,000 - \$5,000	None	Yes		X			
\$5,000 - \$9,999	3	Yes			X		
\$10,000 - \$49,999	3	Yes			X	X	
Over \$50,000	N/A	Yes			X	X	Yes
Retained Professional Services i.e. Engineering, IT, Planning *Legal Services Exempt							
\$0 - \$9,999	1	Yes			X		Task Order
\$10,000 - \$49,999	1	Yes				X	Task Order
Over \$50,000		Yes				X	Task Order

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Approval of the 2019 Plan and Budget
PURPOSE:	Information <input type="checkbox"/> Guidance <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	The Board approve the 2019 Budget and fund appropriations for 2019.
SUMMARY:	The 2019 Budget was presented at the September 18, 2018 Board meeting. Commissioner and public comment was available at the October 16, 2018 board meeting. The Finance Committee has reviewed and recommended approval of the Budget.
REVIEWED BY:	Executive Director and Legal Counsel
FISCAL IMPACT:	N/A
ATTACHMENTS:	Resolution 2018-007 with attachments.
STAFF CONTACT:	Shelagh O’Kane 970-248-8590 sokane@gjairport.com

RESOLUTION NO. 2018-____

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

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

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

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

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

WHEREAS, the Board considered such public comment; and

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

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

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

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

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

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

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

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

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

ADOPTED on this ___ day of _____ 2018.

GRAND JUNCTION REGIONAL
AIRPORT AUTHORITY

ATTEST:

Tom Benton, Chairman

Victoria Hightower, Clerk

Board Members Voting AYE:

Those Voting NAY:



2019 Budget

Grand Junction Regional Airport Authority

Packet Contents:

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

2019 Budget Assumptions

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

Revenues

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

<u>Revenues recorded in month earned:</u>	<u>Revenues recorded in month after earned:</u>
- Rent	- Rental Car MAG
- Airline fees: Bridge usage, Landing fees, Disposals	- Concession MAG
- Fuel	- Ground Transportation
- Badge Fees	- Parking MAG
- Fuel Flowage Fees	
- 3 Revenues recorded with a one month lag will reflect revenues earned December – November (e.g. 2018 concession revenues reflect December 2017 – November 2018 earnings)
- 4 Revenues below are based off of average revenue per enplanement by month for YE June 2018
 - Concession MAG
 - Parking MAG
 - Ground Transportation
 - PFCs- The average revenue per enplanement used for PFCs is the average of 2016 and 2017 actuals of \$3.92 (2018 numbers were not used due to irregularities caused by diversion traffic)
- 5 Ground transportation – assume avg. revenue per enplanement by month for 2018 = avg revenue per enplanement by month for 2019, and uses the June YTD average for July – December 2019. This assumption allows for TNC changes.

- 6 Leases- 12 mo leases have a 1.5% CPI adjustment
- 7 No change to Airline leases or existing fixed rates
- 8 Fuel revenues assume 2019=YE June 2018
- 9 Non-Passenger (FedEx) landing fees assume 2019=YE May 2017
- 10 Estimating a 2-4 month lag on reimbursement of AIP funds
- 11 Fuel Sales: The authority may add a surcharge to fuel for resale of any amount up to \$1.00 per gallon. The authority currently charges \$.25 per gallon to rental cars and \$1.00 per gallon to airlines.
- 12 Rental Car MAG is recalculated every April based off of prior years actual numbers.
- 13 Advertising revenue is held flat from prior year.

Expenses

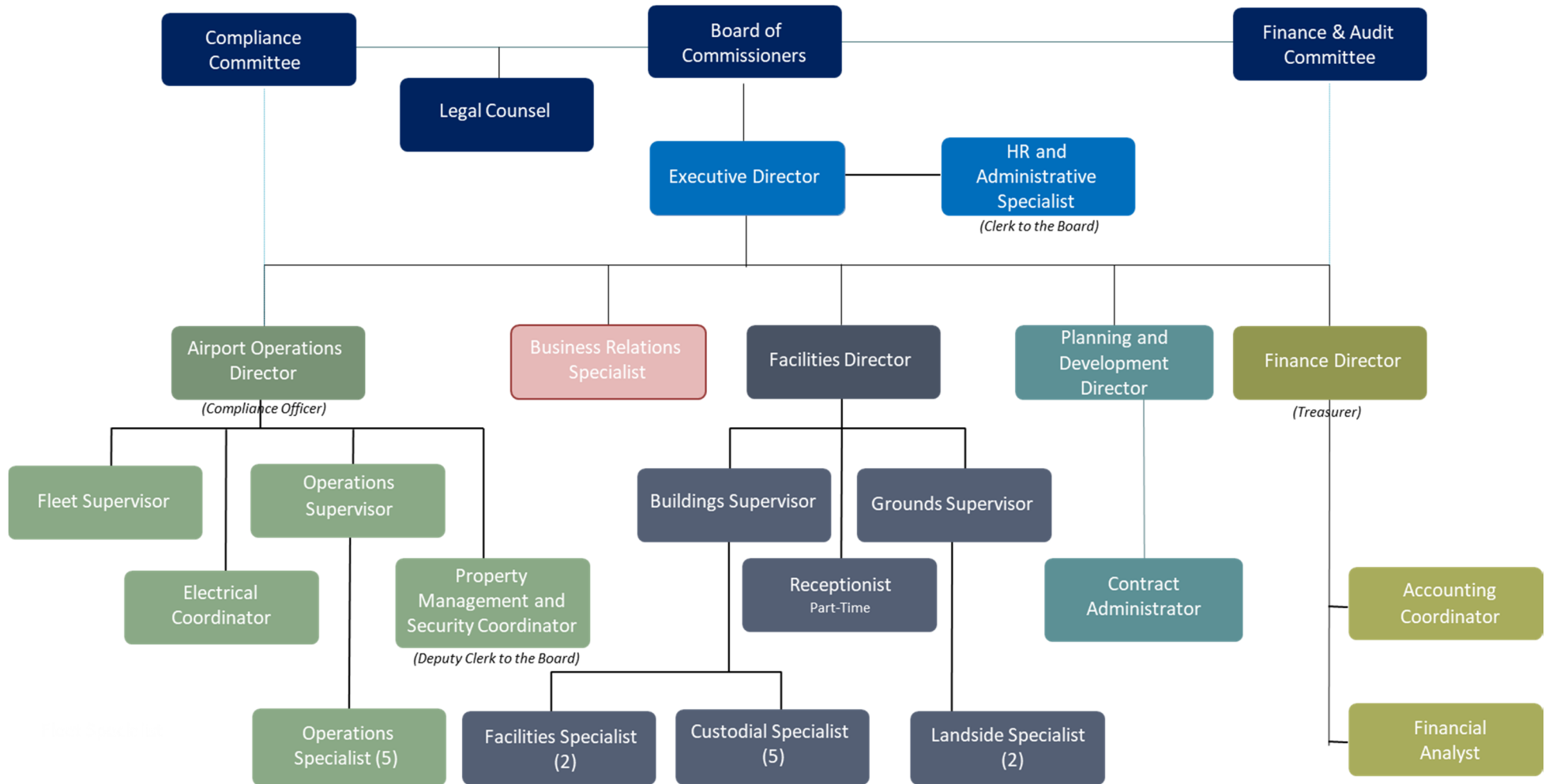
- 1 100% Staffing levels.
- 2 Fleet maintenance and repair expenses will increase slightly due to staffing changes (no 100% dedicated fleet mechanic).

- 3 Assumed an increase in Security guard hours by 3 hours a day.
- 4 Fuel expenses assume 2019 gallons=YE June 2018 with an increase in price to \$2.70 per gallon of diesel and \$2.50 per gallon of unleaded.
- 5 Fuel Expenses moved from operations & fleet to building/land department to better reflect where the work is.
- 6 Utilities will remain consistent with current year.
- 7 Additional 3 interns, finance analyst, contract administrator, part-time receptionist, and business relations Manager
- 8 Additional 5 interns, finance analyst, and part-time receptionist verses 2018 budget.

Capital

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

Organizational Chart



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

Grand Junction Regional Airport Authority
 Statements of Changes in Net Position

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

Grand Junction Regional Airport Authority
 Statements of Changes in Net Position

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

Grand Junction Regional Airport Authority
 Statements of Changes in Net Position

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

2019 Budget Line Item Commentary

Ln # Notes

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

2019 Budget Line Item Commentary

Ln # Notes

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

Entity-Wide Risk List

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

	Total Project Cost	2019	2020	2021	2022	2023-2031	Total
NON-AIP Projects							
Administration							
Office Renovation	533,000	266,410					266,410 ¹
Replace Wireless Controller		6,500					6,500 ²
Add Additional WiFi Access Points		5,000					5,000 ³
Terminal							
Tunnel & jet bridge	1,560,000	390,000					390,000 ⁴
Terminal building rehabilitation	5,450,000	5,450,000					5,450,000 ⁵
Administration building		1,000,000					1,000,000
Baggage System Improvements		80,000					80,000 ⁶
Ride on Floor Care Machine		25,000					25,000
Paint Terminal Stucco		20,000					20,000
Replace Rear Checkpoint Gate		15,000					15,000
Upgrade PLC's In 2 Dew Passenger Loading Bridges		24,000					24,000 ⁷
Install Walk-Off Carpet In EE1 Hallway		6,000					6,000
Grounds & Roads							
Sidewalk & Crosswalk From Parking Lot To WF Dr.		3,500					3,500
Sidewalk & Crosswalk on Falcon Way		4,700					4,700
Fog seal phase 4		45,000					45,000
Landscape/erosion control Part of Employee Parking Lot		7,500					7,500
Phase 1 Wayfinding		20,000					20,000
Other Facilities							
Replace roof membrane - original ARFF building		60,000					60,000
ATCT fire notification system		50,000					50,000 ⁸
SRE / ARFF LED Upgrade		5,000					5,000
ATCT Window Replacement (3 Cab Windows)		20,000					20,000
Pavement-Airfield		22,000					22,000
Radio Replacement Phase I		30,000					30,000
Fleet							
Surplus equipment auction		50,000					50,000 ⁹
New Vehicles		30,000					30,000
Operations							
Rehabilitate runway 4/22				2,000,000			2,000,000 ¹⁰
Contingency for future unidentified projects							
			400,000	400,000	400,000	3,600,000	4,800,000
Subtotal Non-AIP Projects		7,635,610	400,000	2,400,000	400,000	3,600,000	14,435,610¹¹

Footnotes:

- ¹ Half of full cost to mitigate risk of last invoices or construction delays
- ² Recommended by Sequent due to aging equipment
- ³ Upgraded what we had and added two in 2018, this will add eight more and improve WiFi coverage
- ⁴ 1/5 of PLB budget of 1.3M- Extra month from cash flow budgeted for
- ⁵ \$6.2M total costs = \$5.1M base budget, 6% owner contingency, 8% design fees, plus \$400K design and procurement fees already paid. Base includes escalator replacement, life safety, roof replacement, HVAC and system upgrades, lighting, and generator. PA upgrade (Sequent design and GC), Terminal flooring and furniture- Extra month from cash flow budgeted for
- ⁶ 40K for baggage claim induction
- ⁷ PLC- programmable logic controllers
- ⁸ This is scheduled to be completed in 2018 but could be delayed, thus, to mitigate risk it is included in 2019
- ⁹ The 2018 surplus auction yielded no equipment of use to the Airport, as such, approximately \$25K of the 2018 budget will be used to purchase a truck. \$50K has been budgeted for snow equipment and an additional vehicle in the 2019 budget.
- ¹⁰ Runway 4/22 rehabilitation will need to be done in the future but timing will be driven by need and financial feasibility
- ¹¹ 2020 and forward reflects the 2017 Horton model assumptions

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

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

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

Projected Cash Balances

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

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

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

Footnotes:

- 1 80% complete in 2017, 20% rolled in 2018
- 2 Grant approved in 2017, no work until 2018-100% rolled into 2018
- 3 50% complete in 2017, 50% rolled into 2018
- 4 Over Original budget of 3.58M
- 5 Grant was approved in 2018

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	FAA AIP Supplemental Grant Requests
PURPOSE:	Information <input checked="" type="checkbox"/> Guidance <input type="checkbox"/> Decision <input type="checkbox"/>
RECOMMENDATION:	N/A
LAST ACTION:	N/A
DISCUSSION:	<p>We submitted 2 supplemental grant requests to the FAA on October 29th requesting additional AIP funding for 2019-2020 projects.</p> <p>The first submittal was a request for additional funding towards the Runway Relocation project totaling \$40,000,000. The planned use of the funds is to expedite the site preparation work, primarily the earthwork.</p> <p>The second submittal was for funding to construct the Cargo Apron which will be used as the temporary run-up pad during the Runway Relocation project. We requested \$22,000,000 for this project.</p> <p>Based on guidance from the FAA, over 1,000 submittals for over \$5B were submitted. At this time it is uncertain when final decisions and allocations will be awarded.</p>
REVIEWED BY:	Staff, Legal Counsel, and the Executive Director.
FISCAL IMPACT:	Up to \$62,000,000 of additional funding if approved
COMMUNICATION STRATEGY:	Staff will provide updates to the Board as we receive information from the FAA regarding the status of the awards.
ATTACHMENTS:	None.
STAFFCONTACT:	Eric Trinklein etrinklein@gairport.com Office: 970-248-8597

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Master Service Agreements General Contractor On-Call
PURPOSE:	Information <input checked="" type="checkbox"/> Guidance <input type="checkbox"/> Decision <input type="checkbox"/>
RECOMMENDATION:	Update on approval of the Master Service Agreements with FCI and PNCI.
LAST ACTION:	Proposals received on October 30, 2018
DISCUSSION:	<p>A total of two (2) Proposals were received. FCI Constructors, Inc. and PNCI Construction, Inc. both meet the requirements for General Contractor On-Call to provide contracting services for future building projects at the Airport. Staff recommends that both firms be selected when construction projects begin, then can be distributed accordingly. The on-call contractors will be under an Agreement with the Airport for a one-year term with the ability to renew on an annual basis. Pricing rates are included within the Agreements. Staff recommends one-year terms since pricing is fixed, and escalation factors would not be ideal in the current economic environment. Other on-call contracts such as AIP contracts do not include pricing and so they typically use a five-year term.</p> <p>No work is currently contracted, but future terminal renovation projects slated for next year will be performed under these Agreements.</p>
REVIEWED BY:	Proposals were evaluated by the selection committee. The Agreement was reviewed by staff, legal counsel, and the Executive Director.
FISCAL IMPACT:	Total: TBD – Project Dependent
COMMUNICATION STRATEGY:	Staff will provide specific contracts for approval to the Board as future are on-call contracts are considered, in accordance with Airport Procurement Policy.
ATTACHMENTS:	None.
STAFFCONTACT:	Eric Trinklein etrinklein@gjairport.com Office: 970-248-8597

Grand Junction Regional Airport Authority

Statements of Changes in Net Position

Unaudited - subject to change

	Year to Date					Month Ending				
	09/30/2018	09/30/2018	09/30/2017	09/30/2018	09/30/2018	09/30/2018	09/30/2018	09/30/2017	09/30/2018	09/30/2018
	Budget	Actual	actual	Budget Diff	Budget % Var	Budget	Actual	actual	Budget Diff	Budget % Var
Operating revenue										
Aeronautical revenue										
Passenger airline revenue										
Passenger airline landing fees	384,800	415,052	402,654	30,252	7.86 %	48,100	43,288	40,972	(4,812)	(10.00) %
Terminal rent	886,500	886,383	889,894	(117)	(0.01) %	98,500	98,487	98,487	(13)	(0.01) %
Other (boarding bridge)	75,200	91,497	78,264	16,297	21.67 %	6,300	7,635	7,083	1,335	21.19 %
Total Passenger airline revenue	1,346,500	1,392,932	1,370,812	46,432	3.44 %	152,900	149,410	146,542	(3,490)	(2.28) %
Non-passenger airline revenue										
Non-passenger landing fees	101,500	159,390	110,295	57,890	57.03 %	9,400	16,565	16,431	7,165	76.22 %
Cargo and hangar rentals	38,700	39,096	38,311	396	1.02 %	4,300	4,372	4,287	72	1.68 %
Fuel tax & flowage fees	510,800	568,959	482,982	58,159	11.38 %	62,800	71,003	59,384	8,203	13.06 %
Other (ramp parking, rapid refuel)	900	4,110	1,410	3,210	356.66 %	100	780	330	680	680.00 %
Total Non-passenger airline revenue	651,900	771,555	632,998	119,655	18.35 %	76,600	92,720	80,432	16,120	21.04 %
Total Aeronautical revenue	1,998,400	2,164,487	2,003,810	166,087	8.31 %	229,500	242,130	226,974	12,630	5.50 %
Non-aeronautical revenue										
Land and building leases	425,981	447,143	430,883	21,162	4.96 %	46,100	49,627	45,010	3,527	7.65 %
Terminal - restaurant & retail	92,300	101,769	92,931	9,469	10.25 %	10,000	12,291	10,367	2,291	22.90 %
Terminal - other	143,100	154,135	191,662	11,035	7.71 %	15,900	15,041	21,295	(859)	(5.40) %
Rental cars	916,400	968,070	899,208	51,670	5.63 %	105,900	136,444	115,459	30,544	28.84 %
Parking and ground transportation	1,051,300	1,017,463	1,057,711	(33,837)	(3.21) %	120,600	118,643	123,002	(1,957)	(1.62) %
Other (security fee, overtime fee, etc)	37,800	43,968	55,028	6,168	16.31 %	4,200	5,497	5,186	1,297	30.87 %
Total Non-aeronautical revenue	2,666,881	2,732,548	2,727,423	65,667	2.46 %	302,700	337,543	320,319	34,843	11.51 %
Total Operating revenues	4,665,281	4,897,035	4,731,233	231,754	4.96 %	532,200	579,673	547,293	47,473	8.92 %

Grand Junction Regional Airport Authority

Statements of Changes in Net Position

Unaudited - subject to change

	Year to Date					Month Ending				
	09/30/2018	09/30/2018	09/30/2017	09/30/2018	09/30/2018	09/30/2018	09/30/2018	09/30/2017	09/30/2018	09/30/2018
	Budget	Actual	actual	Budget Diff	Budget % Var	Budget	Actual	actual	Budget Diff	Budget % Var
Operating expenses										
Personnel compensation and benefits	\$ 1,730,519	\$ 1,607,542	\$ 1,480,718	\$ (122,977)	(7.10) %	\$ 254,228	\$ 225,503	\$ 162,011	\$ (28,726)	(11.29) %
Communications and utilities	246,922	225,000	224,864	(21,922)	(8.87) %	27,973	25,315	25,939	(2,657)	(9.49) %
Supplies and materials	432,969	319,520	320,421	(113,450)	(26.20) %	44,517	35,088	43,942	(9,430)	(21.18) %
Contract services	610,523	428,160	396,956	(182,362)	(29.86) %	58,627	33,793	30,708	(24,834)	(42.35) %
Repairs & maintenance	316,385	229,427	177,826	(86,959)	(27.48) %	26,765	19,488	19,110	(7,277)	(27.18) %
Insurance	70,185	70,326	69,964	141	0.20 %	7,555	7,678	7,993	124	1.63 %
Other (travel, marketing, air service, etc)	266,490	179,632	192,584	(86,857)	(32.59) %	24,775	17,572	35,884	(7,203)	(29.07) %
Total Operating expenses	3,673,993	3,059,607	2,863,333	(614,386)	(16.72) %	444,440	364,437	325,587	(80,003)	(18.00) %
Net Operating income (loss)	991,288	1,837,428	1,867,900	846,140	85.35 %	87,760	215,236	221,706	127,476	145.25 %
Non-operating revenue (expenses)										
Passenger facility charges	676,100	683,085	654,860	6,985	1.03 %	83,000	92,058	71,256	9,058	10.91 %
Interest income	36,000	136,470	114,402	100,470	279.08 %	1,000	17,994	10,105	16,994	1,699.40 %
Interest expense	(632,586)	(632,565)	(980,899)	21	0.00 %	(69,816)	(69,816)	(73,918)	-	0.00 %
Customer facility charges	519,400	517,720	510,439	(1,680)	(0.32) %	72,000	75,536	65,496	3,536	4.91 %
Capital contributions	11,524,393	2,405,198	1,870,750	(9,119,195)	(79.12) %	1,209,000	1,297,776	796,163	88,776	7.34 %
Capital expenditures	(22,613,380)	(3,104,364)	(2,108,834)	19,509,016	(86.27) %	(1,343,333)	(305,647)	(902,067)	1,037,686	(77.24) %
Debt principal payments	(335,603)	(335,604)	(325,712)	(1)	0.00 %	(112,675)	(112,675)	-	-	0.00 %
Other (Legal Settlement)	-	-	(151,910)	-	0.00 %	-	-	-	-	0.00 %
Total Non-operating revenue (expenses)	(10,825,676)	(330,060)	(416,904)	10,495,616	(96.95) %	(160,824)	995,226	(32,965)	1,156,050	(718.82) %
Excess of revenue over (under) expense	\$ (9,834,388)	\$ 1,507,368	\$ 1,450,996	\$ 11,341,756	(115.32) %	\$ (73,064)	\$ 1,210,462	\$ 188,741	\$ 1,283,526	(1,756.71) %

Variance Explanations - 9/30/18 Financial Statements

The financial report discussion includes explanations for variances of current YTD or current month versus budget greater than \$10,000 and 10%.

Revenues:

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

Non-passenger landing fees – Non-passenger landing fees are up year to date as well as FedEx had 2 flights per day in the first half of the year, while the 2018 budget only assumed one flight per day. This has resulted in an increase of \$58K over the 2018 budget, and approximately \$60K over the prior year actual.

Fuel Tax & Flowage fees – YTD Fuel Flowage is up about 20% from 2017 due to 300K gallons more of fuel pumped in July and August 2018 compared to July and August 2017. This increase was primarily driven by the wild fire activities. This increase is offset by a current year decrease in fuel tax disbursement collections from the State which fluctuate month to month. Additionally, fuel tax revenues will not necessarily correlate with flowage because of Non-taxable Government and military operations.

Rental Cars – Rental car revenue for September is \$30K ahead of budget and \$15K ahead of September 2017 activity. Due to standard report timing, September revenue reflects August activity. Rental days in August were up about 15% compared to 2017 and rental revenue per day is up about \$3 compared to 2017. The YTD increase is only at about 8% on rental days through August and therefore is more comparable to budget than the current month.

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

Capital contributions – Capital contributions continues to be below budget due to the timing of the AIP work being completed. Capital grant reimbursements from the FAA are dependent on project submissions and capital expenditures which are also well below budget.

Expenses:

Personnel Compensation & Benefits – Compensation and benefits for the month are approximately \$29K below budget, primarily due to budgeted salary expenses for positions that were un-filled this month. Year to date, we are still approximately \$120K below budget.

Supplies and Materials – Per their lease, \$59K was budgeted to replace TSA's carpet. This replacement has been pushed back to Q4 2018. Additionally, the budget for tools and supplies was front loaded in the beginning of the year, but only \$77K has been spent to date of the \$114K budgeted YTD.

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

Repairs & Maintenance – This account is under budget YTD primarily due to expenses budgeted in the first half of the year but expected to be spent in the second half. Board bridge parts costing \$20K were delivered in October. Additionally, there is a remaining \$20K contingency in the budget for various departments.

Other expenses – Other expenses includes marketing and air service development costs that were budgeted for earlier in the year. This is also where additional budget contingency (\$34K) is held. This account was forecasted earlier in the year to come in at least \$50K under budget.

Capital expenditures – The original budget projected that all AIP projects would be completed by the end of September, however, work is continuing on RTR, 27 1/4 Road, and Taxiway A into Q4, which is resulting in the large budget variance. Some of this work will be completed in Q4, but we have estimated that approximately \$3.5M of budgeted 2018 projects will actually be completed in 2019 and this has been included in the 2019 budget.