



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
April 17, 2018

REGULAR BOARD MEETING

Time: 5:15PM

I. Call to Order & Pledge of Allegiance.

Mr. Tom Benton, Board Vice-Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on April 17, 2018 in Grand Junction, Colorado and in the County of Mesa.

<p><i>Commissioners Present:</i> Rick Taggart, <i>Chairman</i> Tom Benton, <i>Vice-Chairman</i> Chuck McDaniel Erling Brabaek Clay Tufly Thaddeus Shrader Ron Velarde</p> <p><i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Victoria Hightower, <i>Clerk</i> Chance Ballegeer, <i>Deputy Clerk</i> Ty Minnick Eric Trinklein Shelagh O’Kane Mark Papko</p>	<p><i>Other:</i> Mat Elmore, Microgrid Energy Scott Cary, Mead & Hunt PJ McGovern, P&L Properties Bradley Sullivan, CHA</p>
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II. Approval of Agenda

Chairman Taggart noted the following changes to the agenda.

- V - G. Lease amendment – Navarro DOE uranium calibration pads, will be removed due to the lease not being complete.
- VII – C. Lease amendment – Commemorative Air Force, will be removed due to unsolved issues.

Agenda was approve by major motion.

III. Commissioner Comments

Commissioner Brabaek thanked the staff for the many duties staff does. Commissioner Brabaek said that they have a great team with many different skills that they master and he thinks it's great that they all do many different things that may not even fall under their work scope but they do it anyways.

IV. Citizen Comments

None.

V. Consent Agenda

- A. March 20, 2018 Meeting Minutes
- B. Standard security guard monthly invoice – G4S
- C. Standard natural gas and electricity monthly invoice – Xcel
- D. Standard employee health insurance monthly invoice – Rocky Mountain Health Plans
- E. Primary core switch replacement quotation
- F. General aviation ground lease reassignment – from Collin Fay to Crooked Horn
- ~~G. Lease amendment – Navarro DOE uranium calibration pads~~

*Commissioner Tuflly moved for the Board to approve the Consent Agenda.
Commissioner Shrader seconded. Voice Vote. All Ayes.*

VI. Staff Reports

A. Director's report

Ms. Padalecki briefed the Board. Ms. Padalecki commented on the discussion for a potential lodging tax increase and said that the airport has been providing information on that topic and the Air service Alliance has been working on it. Ms. Padalecki said that she attended a City Council Workshop in March about the topic and there will be another workshop where it is discussed again at the end of the month.

Chairman Taggart said that Council will be working on the percentage of increase, because they have to prepare a ballot item as well as a resolution. Chairman Taggart stated that if Council endorses the increase of lodging tax, they will look at how it breaks down because majority of Council wants to make sure those dollars go to specific needs of the community rather than an overall lump figure.

Ms. Padalecki said that they have talked about the Foreign Trade Zone (FTZ) with the Air service Alliance. Each Board member received a copy of the support letter from congressional representatives to the CBP, so the ball is in CBP's court.

Ms. Padalecki said that she wanted everyone to know that the federal budget that was passed, was good for the Airport because it kept in place some programs that are important to the Airport such as their contract tower because if there weren't any funds to fund that program the airport would have to fully fund it. The Small Community Air Service Development grant was also kept in there. Those are the types of grants that the airport of this size can apply for that offer the airport a lot of

value in the future. The AIP grant program received an extra billion in discretionary funding.

Ms. Padalecki said that she met with Senator Cory Gardner to talk about the possibility of the BLM headquarters moving here. Ms. Padalecki stated that she is going to proactively reach out to the airlines to let them know that as a Community they are working with the BLM to potentially move the headquarters here and if that were to happen they will be seeking direct service to Washington.

Ms. Padalecki said that they met with the hoteliers to talk about the rates for shuttles and what they are observing in terms of the data they have gathered so far. Ms. Padalecki said that so far they have been surprised at how many trips there are for the hoteliers and shuttles. Ms. Padalecki said that they talked to them about extending the data collection period through this year so that they could collect data, really analyze it to see what makes sense and then put it into place next year. Data will be collected through the third quarter and the fourth quarter will be used to determine the rate.

Ms. Padalecki said that they received notification from the TSA that they are going to be removing one of the CT80's, the scanning machine behind the ticket counter. Right now the Airport has three and they are going to take one and send it down to a hurricane affected area in the Caribbean.

Ms. Padalecki gave a brief update on minimum standards. Ms. Padalecki said that they are continuing to comb through leases to make sure understand how the minimum standards that they have drafted fit in with their business. Ms. Padalecki said that they are hopeful to have a draft that they can share within the next couple of months.

Ms. Padalecki briefed the Board on air service development. Ms. Padalecki said that Denver Air Connection gave away over 350 round trip tickets to non-profits in the community just to say thank you. That's over \$120,000 worth of tickets.

Ms. Padalecki briefed the Board and said that enplanements were down 5% through February driven by the declines on American and United; commercial passenger landing were up due to more diversions. February year to date scheduled landings were up slightly because of extra Denver Air Connection and other charter activity: diversions were up 33%. United diverted almost as many flights to GJT as Delta and American combined; Delta started diverting to GJT vs. SLC much more this winter than historically. FedEx landings continue to grow, but cargo weight is down. Ms. Padalecki said that they are still doing some digging to understand this.

B. Financial report

Operating revenue remained consistent with budget, while operating expenses stayed lower than budget.

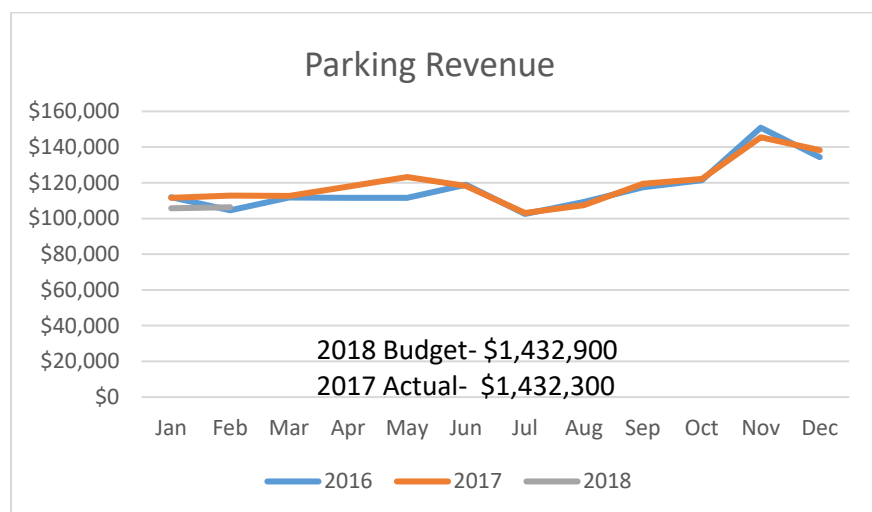
Grand Junction Regional Airport Authority
Statements of Changes in Net Position

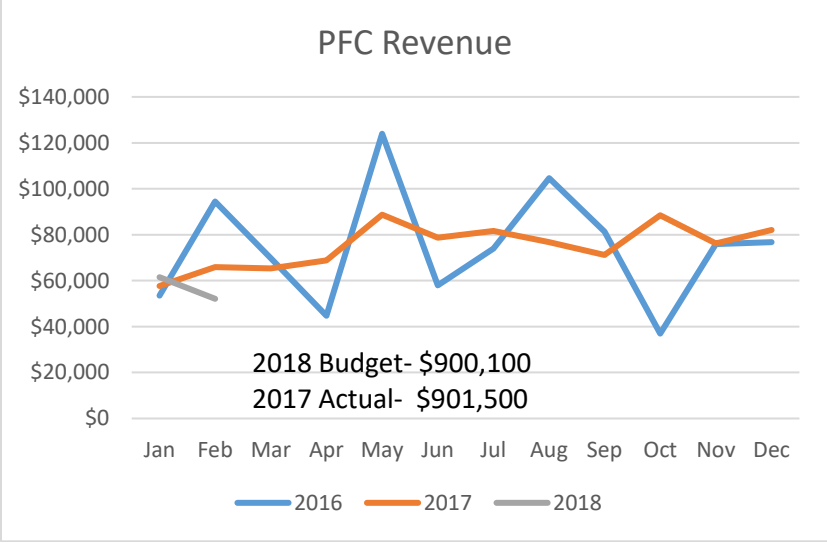
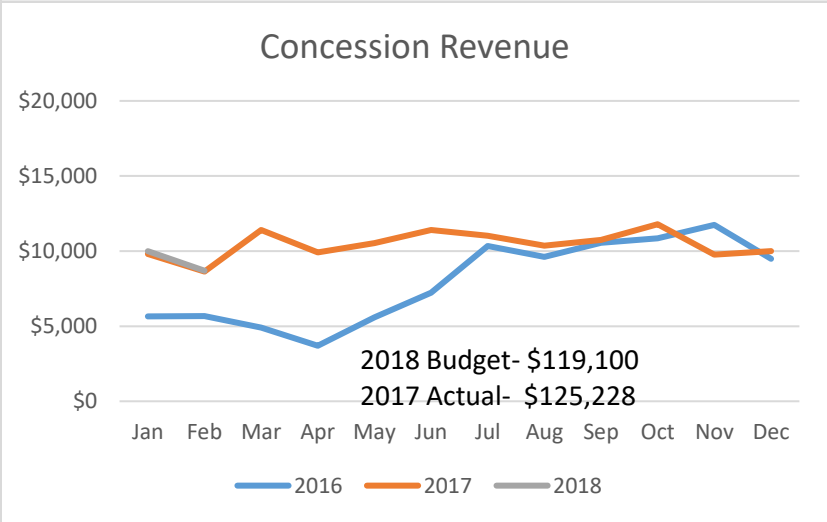
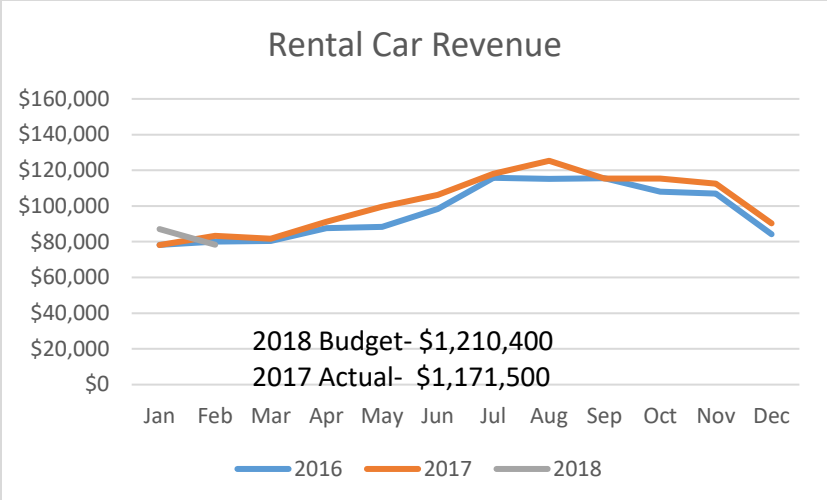
Unaudited - subject to change

	Year to Date					Month				
	Budget	Budget	Actual	Variance Act vs Bud		Budget	Actual	Variance Act vs Bud		
	12/31/2018	02/28/2018	02/28/2018	Dollar	Percent	02/28/2018	02/28/2018	Dollar	Percent	
Operating revenue										
Total Aeronautical revenue	2,645,400	419,401	418,649	(752)	-0.2%	208,889	211,705	2,816	1.3%	
Total Non-aeronautical revenue	3,626,000	533,820	550,795	16,975	3.2%	270,745	271,396	651	0.2%	
Total Operating revenues	6,271,400	953,221	969,444	16,223	1.7%	479,634	483,101	3,467	0.7%	
Total Operating expenses	4,734,155	639,507	600,816	(38,691)	-6.1%	319,264	293,533	50,179	15.7%	
Operating gain (loss)	(2,862,755)	313,714	368,628	54,914	17.5%	160,370	189,568	29,198	18.2%	
Total Non-operating revenue (expenses)	(12,100,795)	(213,104)	(199,739)	13,365	-6.3%	(255,579)	(250,742)	4,837	-1.9%	
Excess of revenue over (under) expense	(14,963,550)	100,610	168,889	68,279	67.9%	(95,209)	(61,174)	34,035	-35.7%	

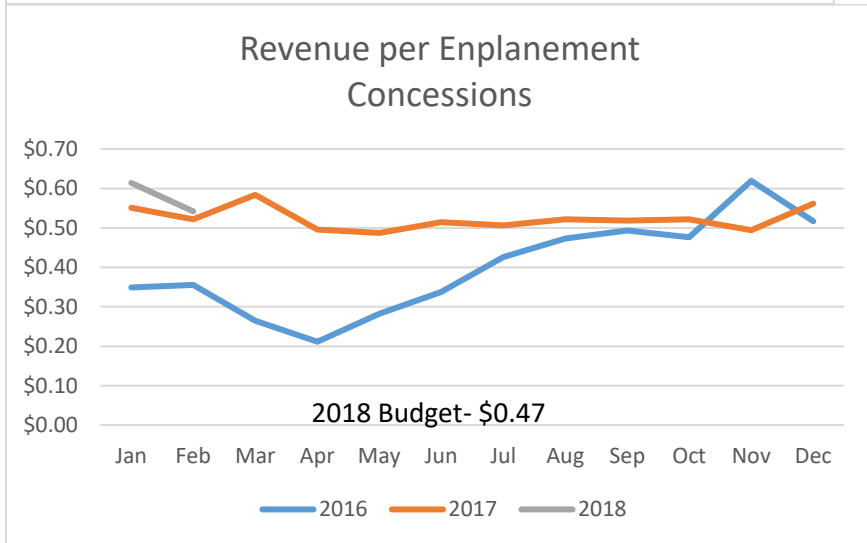
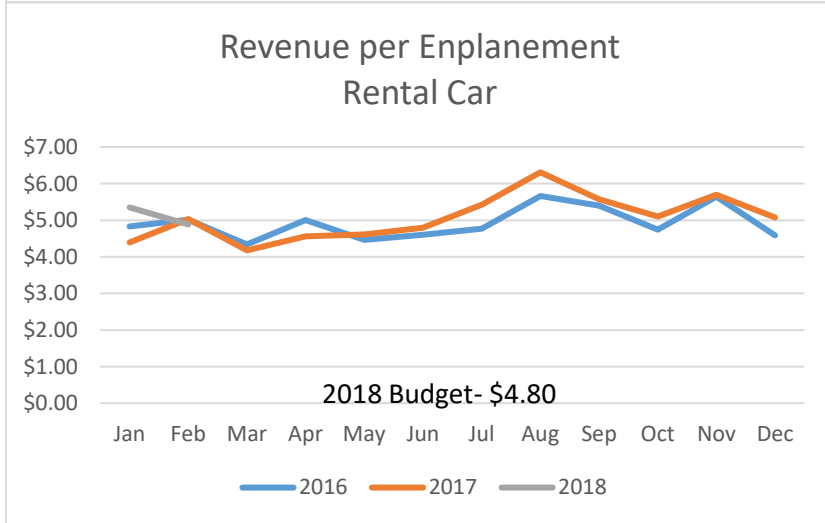
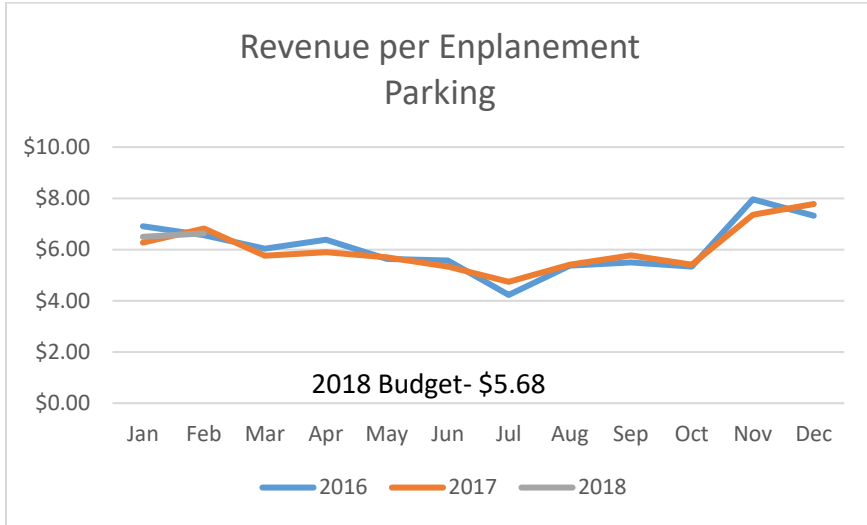
- Overall operating revenue year to date comes in slightly higher than budget by the TSA office space rent
- Operating expenses were lower than budget driven by personnel expenses with a two less FTE's and a \$12,000 workers compensation refund
- Non-operating revenue and expense is consistent with the revenue and expense related to the AIP projects.

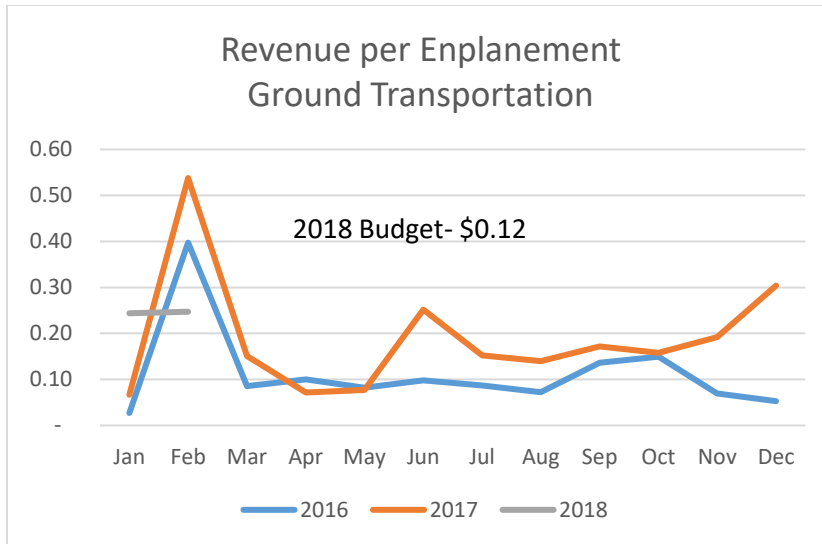
Rental car and concession revenues were relatively flat despite lower passenger traffic; parking and PFC revenues were down.





Nonairline revenue per enplanement was stable





It was decided to have a quarterly Finance and Audit Committee meeting and report back to the Board after those meetings.

VII. Action Items

A. Junction Aero Tech Tri-Party Agreement and West Star 2810 Hangar Amendment

Commissioner Tufly recused himself from discussion and abstained from voting.

Mr. Minnick briefed the Board. Mr. Minnick said that this is a continuation of the last Board meeting where the Board determined to delay approval of the tri-party until they could fix the west ramp/military ramp to get it to where it would be acceptable to carve out the taxiway and the connector. Mr. Minnick went through a brief timeline.

Tri-Party Timeline:

- April 1, 2016 Junction Aero Tech receives approval on 50 year lease
- September 21, 2017 Junction Aero Tech receives approval on amendment to 50 year lease
- March 2018 board meeting – board requests revisions to “Military Ramp” to exclude taxiway
- April 2018 board meeting – Military Ramp is revised & additional ramp is added to West Star 2810 Hangar this lease

Staff recommends the board approve

1. Amended memorandum of ground lease agreements
2. Amendment to Tri-Party Agreement, and
3. Ground Sublease between Junction Aero Tech and West Star
4. Second amendment to Junction Aero Tech agreement
5. 2810 Hangar amendment

Commissioner Benton moved for the Board to adopt staff recommendation to approve 1. Amended memorandum of ground lease agreements. 2. Amendment to Tri-Party Agreement, and 3. Ground Sublease between Junction Aero Tech and West Star. 4. Second amendment to Junction Aero Tech agreement. 5. 2810 Hangar amendment. Commissioner Brabaek seconded. Voice Vote. All Ayes. Commissioner Tufly abstained.

B. Lease amendment – West Star FAA Tower

Mr. Minnick stated that this is the office and garage lease that West Star currently occupies. This lease is set to expire in October of 2018. The amendment will extend the lease to October 2028 and including two additional 5 year terms. West Star has agreed to repair the ramp north of the control tower within 18 months of lease execution.

Commissioner Tufly moved to approve the Lease amendment – West Star FAA Tower. Commissioner McDaniel seconded. Voice Vote. All Ayes.

~~**C. Lease amendment – Commemorative Air Force**~~

VIII. Discussion Items

A. Microgrid Solar Garden Subscription Agreement

Staff asked Oak Leaf Energy Partners and Microgrid Energy LLC to study the Airport's electrical consumption and to prepare a presentation for senior management. Both companies were asked to evaluate the possibility for the Airport to participate in solar subscription as well as look into option for the Airport to host a solar garden. Each vendor presented and their presentations were evaluated on the financial benefit to the Airport, risk to the Airport, as well as the quality of the presentation.

Mr. Ben Peck introduced Mat Elmore with Microgrid. Mr. Elmore gave a brief presentation to the board. Fiscal impact: Reduction in the Airport's electrical expense. The savings are estimated to be \$1,015,811 over a 20 year period.

Staff recommends the Board authorize the Executive Director to execute and Community Solar Service Agreement with two of Microgrid's gardens, Mesa CSG 1 LLC and Mesa CSG 2 LLC, and allow staff to continue working with Microgrid Energy, LLC to identify a site to host a future solar garden. Mr. Peck said that they received ancillary agreements from Excel energy that they would also like the Board to authorize Angela to sign. The agreement has been reviewed by counsel and one very minor change was made to the agreement.

Commissioner Tufly moved for the Board to approve staff to proceed with the agreement. Commissioner Velarde seconded. Voice Vote. All Ayes.

B. Projects

1. Replacement Runway 12/30 Project

Mr. Trinklein said that they would go more in depth with all of the projects at the May workshop. The FAA and CDOT will be at the May 1st workshop to talk about airport improvement program grants and their involvement. Mr. Trinklein said that for the runway they are moving into the 60% design which means the 30% design is complete. The big piece is the construction contracts that are out to bid for 27 ¼ Rd. and the Remote Transmitter/Receiver (RTR). 30 firms attended the pre-bid meeting for the 27 ¼ Rd and the RTR.

a. Remote Transmitter/Receiver Task Order Construction Bidding – Mead & Hunt

Mr. Trinklein briefed the Board. Task Order No. 3 is for the Professional Services Agreement between Mead & Hunt and GJRAA for the Airport Improvement Project (AIP) 57, Remote Transmitter Receiver (RTR) Relocation.

The scope of services includes bidding services for the RTR Relocation Project. To facilitate the construction of Runway 12/30, the Remote Transmitter Receiver (RTR) will be relocated 600 feet to the northwest. Bids for this project are due by April 26, 2018. Fiscal impact: \$13,031.00 FAA, \$1448.70 GJRA-budgeted dollars, \$14,479.70 total.

Commissioner Benton moved for the Board to approve the RTR relocation project task order #3, Grand Junction Regional Airport Professional Service Agreement with Mead & Hunt in the amount of \$14,479.70 which GJRA's is \$1,448.70. Commissioner Brabaek seconded. Voice Vote. All Ayes.

b. 27 ¼ Road Task Order Construction Bidding – Mead & Hunt

Task Order No. 2 is for the Professional Services Agreement for Mead & Hunt to provide bidding services for the Airport Improvement Project (AIP) 58, 27 ¼ Road Relocation

The scope of services includes bidding services for the 27 ¼ Road Relocation Project. Relocation will move 27 ¼ Road outside of the proposed Runway 12/30 Runway Protection Zone (RPZ). Bids for this project are due by April 26, 2018. Fiscal impact: \$13,870.00 FAA, \$1,541.40 GJRA-budgeted dollars, \$15,411.40 Total.

Commissioner Tufly moved to approve 27 ¼ Road Task Order No. 2. Commissioner Shrader seconded. Voice Vote. All Ayes.

c. Runway Design Invoice – Mead & Hunt

This invoice is the progress billing for the Runway Design. Progress this period includes continuing design efforts on the 30% Runway Design, RTR Grading Package, and 27 ¼ Road.

Work completed this phase (no. 276615) includes the completion of a portion of Program Management, 30% design, RTR grading package, and 27 ¼ Road. Progress has been made for Land Acquisition and Permitting and Agency Coordination but are in the early stages of completion.

Work completed this phase (No. 277454) includes 30% Design and RTR Grading Package and completion of a portion of Program Management, Pre-Design, and 27 ¼ Road. 60% Design has just started and in the early stages on completion. Progress has been made for Grant Administration, Land Acquisition, and Permitting and Agency Coordination but are in the early stages of completion.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Shrader moved for the Board to approve payment of Mead & Hunt Invoice No. 276615 & 277454. Commissioner Tuflly seconded. Voice Vote. All Ayes.

2. Taxiway A

a. Design Invoice – Garver

The invoice includes work by Garver on the Taxiway A Rehab project design through April 6 as a progress billing.

Work completed this phase includes the completion of Geotechnical Services and Engineering Design Report, as well as completion of a portion of the Final Design. No progress has been made for Bidding Services.

A draft CSPP and final documents were submitted for FAA review on March 16th. After review of this submittal is completed, bid documents will be completed and FAA will provide funding for advertisements a bidding. Fiscal impact: \$41,479.56 FAA, \$4,608.84 GJRA-budgeted dollars, \$46,088.40 total.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Benton moved for the Board to accept the recommendation and approve Garver Invoice No. 17081934-4 in the

amount of \$46,088.40. Commissioner Velarde seconded. Voice Vote. All Ayes.

3. East Terminal Apron

a. Work Order No. 4 – Garver

Task Order A was signed on May 18, 2017 to provide construction support services for improvements to the East Terminal Airport Carrier Apron. The proposed reconstruction of the air carrier apron will improve approximately 10,200 square yards of the existing commercial apron.

Work Order No. 4 is for the selection of Garver, LLC to provide additional construction phase services for the East Terminal Air Carrier Apron project.

The additional construction phase services includes coordination with the Contractor, Owner, and FAA, as well as evaluating test results and recording data. Garver will also provide services related to the project that are not included in the agreement, when requested by the Owner. Fiscal impact: Not to exceed \$20,000.

*Commissioner Tufly moved for the Board to approve East Terminal Apron Garver Work Order No. 4. Not to exceed \$20,000
Commissioner Velarde seconded. Voice Vote. All Ayes.*

4. Terminal Renovation

a. Design Invoice – Mead & Hunt

This invoice is the progress billing for the terminal building renovations for work completed through December 31.

Work completed this phase includes completion of a portion of Project Management and Schematic Design, as well as Construction Documents and Permit and Bid are in the early stages of completion. Fiscal impact: \$57,451.67-budgeted dollars.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Benton moved to approve payment of Mead & Hunt invoice No. 277599, in the amount of \$57,451.67. Commissioner Brabaek seconded. Voice Vote. All Ayes.

b. Revised Task Order Design – Mead & Hunt

The scope of services was revised on April 6, 2018 for the Passenger Terminal Building Project Renovations to be completed by Mead & Hunt Architecture.

The scope of services includes providing architectural and engineering design services for Civil, Structural, Architectural, Mechanical, Electrical, Plumbing and Fire Protection, Fire alarm, and Technology systems. Fiscal impact: \$465,926 GJRA-budgeted dollars.

Commissioner Tuflly moved to approve the revised scope of service, Terminal Building as revised on April 6, 2018 in the amount of \$465,926. Commissioner Brabaek seconded. Voice Vote. All Ayes.

5. Passenger Boarding Bridge

a. Design Invoice – Mead & Hunt

This invoice is the progress billing for the design of the Passenger Boarding Bridge Installation located at Gate 1.

Work completed this phase includes construction documents and completion of a portion of the permit and bid. Schematic design work has been completed and no further progress has been made on project management.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice. Fiscal impact: \$16,679.18-budgeted dollars.

Commissioner Benton moved for the Board to approve payment to Mead & Hunt for invoice No. 277502 in the amount of \$16,679.18. Commissioner Brabaek seconded. Voice Vote. All Ayes.

b. Construction Project Award – FCI

One bid for the Gate 1 Passenger Loading Bridge was received on March 9, 2018. The bid was from FCI and JBT as their partner and was under budget. Bid evaluation has been completed by Mead & Hunt and was found to have met all of the specification requirements.

FCI was selected as a qualified firm because of their previous experience with airport projects and their high expertise project team.

Commissioner Benton moved to approve staff recommendation to award FCI contract associated with Gate 1 passenger loading bridge with JBT as a subcontractor in the amount of 1,047,413.00. Commissioner Tuflly seconded. Voice Vote. All Ayes.

c. Task Order Construction Administration – Mead & Hunt

Exhibit A is for Construction Administration services for the Passenger Loading Bridge to be completed by Mead & Hunt Architecture for GJRAA.

The scope of services includes Construction Administration service associated with the construction of a new Passenger Loading Bridge (PLB). Mead & Hunt Architecture will provide a qualified construction administrator to attend weekly progress meetings, coordinate construction documentation and communication, and will perform the design team’s administrative tasks.

Commissioner Tuflly moved for the Board to approve Construction Administration Scope of Services for the Passenger Loading Bridge Project in the amount of \$71,750. Commissioner Shrader seconded. Voice Vote. All Ayes.

6. Third Floor Office Renovation Project award – FCI

Qualifications were received on April 6, 2018 from one firm to provide professional services to renovate the 3rd floor office space in the airport terminal. FCI was selected by the staff. FCI will begin their design with the intent of providing a construction budget at the regular May Board meeting. Fiscal impact: Not to exceed design budget of \$15,000.

Chairman Taggart said that he would like staff to be as comfortable as possible because they may be in this spot for a while. Chairman Taggart suggested for staff to look into using the empty space that flows in the hallway to give them some extra room to expand.

Ms. Padalecki said that they will look into other options.

Commissioner McDaniel made a motion to approve a \$15,000 contract to FCI for design services for the third floor office renovation project and waive the requirements that prevent awarding under an RFQ. Commissioner Brabaek seconded. Voice Vote. All Ayes.

C. Governance Changes

Whistleblower hotline

Commissioner McDaniel briefed the Board. Commissioner McDaniel said that this is the Whistleblower Policy that was put in place in 2014 and the hotline was directed to Jane Quimby, the investigator, and she has resigned. Commissioner McDaniel said that they suggest the hotline going to Karl or Karl’s firm. Redline in board packet.

Chairman Taggart said that he would prefer that it read that reports go to a supervisor and then go on to the hotline and not have any complaints go to the board. Chairman Taggart said that it puts a board member in a very difficult position of what they would do as an individual board member and then is put in a position to potentially take sides.

Commissioner McDaniel said that he would remove that. Commissioner McDaniel also commented that he doesn't think it's necessary to offer people complete anonymity.

Commissioner Velarde suggested to also remove the supervisor as a reporting tier and have all complaints go straight to the hotline.

Commissioner Benton asked if there are any federal requirements relative to the airport's type of entity that does require complete anonymity.

Mr. Hanlon said that he would look into it.

Commissioner McDaniel moved for the Board to approve this Fraud Prevention and Whistleblower Protection policy in the interim until they can produce a new ethics policy, with the exception of what is in the book, eliminating the board member as a party to whom a fraud could be reported. Commissioner Brabaek seconded. Voice Vote. All Ayes.

Purchasing and Procurement Policy

Mr. Minnick said that this one has added language to the existing policy to streamline their payable and hopefully eliminate some of the redundant invoices that the board would see, such as, utilities, employee benefits, to allow progress payments on fixed rate contracts that are under \$100,000. Mr. Minnick said that legal fees and invoices, they didn't have a formal policy on how to handle legal fees but have been sent via DocuSign to all board members for review and approval, so it will now be formalized in the policy.

Chairman Taggart suggested to add language that says all purchases are subject to there being an available budget.

Mr. Trinklein said that the next section is to align with federal requirements that they have with RFQ's. Mr. Trinklein said that the goal is, not only compliance with FAA contracts but also to make their RFQ process useful.

Mr. Minnick said that the final item is an added item which will be approval of Executive Director reimbursements. Those reimbursements will go to the Finance Manager for review and approval and if there is a disagreement those requests would be presented to the audit committee for approval.

Commissioner Benton suggested that it be reviewed quarterly by an executive committee.

Ms. Padalecki asked if it could be submitted to the board members of the Finance and Audit Committee, and review it quarterly, as well as p-card statements.

Commissioner Benton replied yes.

Commissioner Tufly moved for the board to approve the proposed changes as well as the amendments made during discussion. Commissioner Shrader seconded. Voice Vote. All Ayes.

Resolution No. 2018-003: Revised Resolution Concerning Execution of Documents Pertaining to Bank Accounts

At the January 2018 Board Meeting, the board adopted resolution 2018-002 adding Angela Padalecki as Executive Director. The banking resolution requires amending to change the two signature requirement threshold from \$2,000.00 to \$10,000.00 Staff recommends the Board adopt resolution No. 2018-003.

Commissioner Brabaek moved for the Board to approve Resolution No. 2018-003: Revised Resolution Concerning Execution of Documents Pertaining to Bank Accounts. Commissioner Tufly seconded. Voice Vote. All Ayes.

Rates & Charges

Mr. Minnick said that this is an annual resolution and the main thing on this one is taking the hotel fees from what they amended last year, reinstating the prior fee to the hotel/motel courtesy vehicles which is the .20 cents per room.

Mr. Minnick said airport leases, for rental car service area which is an annual adjustment to increase the ground and building rate based on CPI. Mr. Minnick said, in reference to fuel flowage fees, that they use to have it just excluding part 121 and the wanted to add part 135 to cover Denver Air Connection.

Commissioner Brabaek stated that as for fuel flowage fees, part 135 operators go to West Star.

It was suggested to put in “operating out of the terminal” to fix that problem.

Commissioner Benton moved for the Board to approve the changes to Resolution No. 2018-004 as highlighted in red presented and with the additional amendments dealing with Part 135. Commissioner Tufly seconded. Voice Vote. All Ayes.

Commissioner Benton moved for the Board to approve the Citizen Comment Policy as amended providing for presentations being limited to three (3) minutes.

Commissioner Brabaek seconded. Voice Vote. All Ayes.

IX. Any other business which may come before the Board
None.

X. Executive Session

Commissioner McDaniel moved for the Board to go into Executive Session For conferences with an attorney for the local public body for the purpose of receiving legal advice on specific legal questions as authorized by C.R.S. Section 24-6-402(4)(b) and for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators as authorized under C.R.S. Section 24-6-402(4)(e). Commissioner Brabaek seconded. Voice Vote. All Ayes

The Board moved into Executive Session at 9:07PM

The Board did not take any action after Executive Session.

XI. Adjournment

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board