



**Grand Junction Regional Airport Authority Board
Board Meeting**

CORRECTED Meeting Minutes
August 15, 2017

REGULAR BOARD MEETING

Time: 5:15PM

I. Call to Order & Pledge of Allegiance.

Mr. Rick Taggart, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:21PM on August 15, 2017 in Grand Junction, Colorado and in the County of Mesa.

<p><i>Commissioners Present:</i> Rick Taggart, Chairman Tom Benton Chuck McDaniel Robin Brown Thaddeus Shrader Erling Brabaek</p> <p><i>Airport Staff:</i> Mark Achen Victoria Hightower, Clerk Ty Minnick Jodi Doney Eric Trinklein Chance Balleger</p>	<p><i>Other:</i> Shannon Kinslow, TOIL Ryan Hayes, Mead & Hunt Jeff Mason, Mead & Hunt LD Klingemann, CAF Paul Nelson, Citizen Chip Ferron, CAP Dick Maddock, CAF Keith Swinhart, CAF Kent Taylor, CAF Drew Armstrong, Citizen Mark, CAP John Manee, DOWL Rich Peterson, CAP Michael Schulte, TOIL Frank Mcillwain, Garver Bradley Barker, CAP Larry Kempton, KAS Larry Kempton, KAS Kirk Gustafson, CAP Bradley Sullivan, Crooked Horn Aviation Ed Behen, CAP</p>
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II. Approval of Agenda

An invoice for Interstate Highway Construction was placed as letter G in the Discussion/Action Items.

Commissioner Benton moved for the Board to approve the agenda with the addition of letter G. Interstate Highway Construction Invoice. Commissioner Brown seconded. Voice Vote. All Ayes.

III. Commissioner Comments

None.

IV. Citizens Comments

Kent Taylor, CAF Wing Leader

“The Commemorative Air Force started in 1957 as the Confederate Air Force, with a mission to save iconic WWII aircraft from the scrap yards. It is now the biggest flying museum in the world, with 165 flying warbirds from WWII through Viet Nam engagements. If the CAF was a country, it would be the 27th largest air force in the world (Spain has 166).

The CAF Rocky Mountain Wing at the Grand Junction Airport restored, maintains, and flies a Grumman TBM Avenger torpedo bomber (The largest single-engine aircraft deployed in WWII), and a Piper J3 Cub (designated Grasshopper – the smallest aircraft used in WWII). We also maintain a Military Aviation Heritage Museum, with an impressive collection of WWII artifacts and memorabilia.

Talking points for the Board

- We are a valuable community resource with one of two aircraft in the country that is designated a state historic property (soon to be a *National* historic property.)
- We have operated out of Grand Junction Airport since 1981
- We have set goals to:
 - Increase our visibility in the Grand Valley and the Western Slope
 - Grow our membership to 300+
 - Enlarge and modernize our museum
 - Expand our education outreach program to all schools on the Western Slope
 - Add 3 or 4 aircraft to our fleet
 - Become a recognized Western Slope tourist destination
- We need the Board’s help and support. We can’t realize our goals without public access to our facilities
- We would appreciate your understanding and support for open public access to our facility near gate 10

Thank you,
Kent Taylor”

Mr. Taylor also presented a power point slide show with pictures to the board.

V. Consent Agenda

- A. July 18, 2017 Regular Meeting Minutes
- B. Sequent option renewal
- C. Appoint budget manager
- D. Finance and Audit Committee Charter
- ~~E. BLM lease agreement~~
- F. G4S invoice approval
- G. Sequent invoice approval
- H. Don D LLC lease assignment
- I. Ground transportation permit

Commissioner Benton stated that he needs clarification on a discrepancy with the square footage and if this is a lump sum payment, on the BLM lease.

Mr. Minnick stated that it is a lump sum payment.

Letter E. BLM lease agreement was moved to Discussion/Action Items for further clarification.

Commissioner Benton moved for the Board to approve the Consent Agenda, removing the BLM lease agreement to discussion. Commissioner Brown seconded. Voice Vote. All Ayes.

VI. Staff Reports

A. Directors report

Mr. Achen stated that they now have a start date for their new Airside Operations Manager which is Monday September 13th (correction: Monday September 11th).

B. Financial report

Mr. Minnick briefed the Board on the airport's current financial status (financial results report created by Ty Minnick)

Assets – Cash and accounts receivable combined are consistent with prior year. The large increase in accounts receivable is a result of payments due from FAA for AIP projects 52, 54 & 55. We've received payments for AIP 54 & 55 and are waiting on AIP 52.

Liabilities – The accounts payable balance was reduced in February for the payment for approximately \$520,000 due to the FAA, along with the payments to Jviation and Armstrong.

Aeronautical Revenue – Ahead of budget and prior year, year-to-date. Detail is provided in the Activity Update of the board packet. Additionally, the non-passenger landing fees increased as a result of the landings for the BLM.

Non-Aeronautical Revenue – Parking and rental cars remain in front of prior year and budget to bring total operating revenue \$113,000 ahead of budget and \$150,000 ahead of prior year.

Operating Expense – Compensation is lower than budget with the recent reduction in staff levels, however with a lot of hard work by the HR department we filled many of the vacant positions in August. The total operating expense is \$160,000 ahead of budget and \$144,000 ahead of prior year. Resulting in an operating gain of \$1,374,000 year-to-date versus \$1,081,000 prior year.

C. Communications Events and Activity report

Ms. Jodi Doney briefed the Board. Ms. Doney said that United's numbers is really what's driving the landings being lower, they are down 11%. Ms. Doney said enplanements are up year-to-date, a little over 6%. Ms. Doney said that Allegiant made a pretty big change this July by flying the MD80 and A319 and last July was strictly the MD80. United has a decrease in their 50 seater CRJ200, the numbers are pretty close with the ERJ. Delta continued with the CRJ200. Denver Air Connections has upgraded to the Dornier from the 19 seater turboprop.

Ms. Doney gave a brief update on their BLM operation. Ms. Doney said that 444 flights operated for fire suppression this summer.

Ms. Doney said that they are preparing for winter operations already, airlines have started their de-ice training and airport staff has already started working on winter ops equipment.

D. Projects Report

Mr. Trinklein briefed the Board on current projects at the airport.

Terminal Area Plan Amendment Project: Mead & Hunt is performing the final task in this project which is completing the financial analysis. This analysis has been through several iterations and a report is being prepared to summarize the final analysis. Once this report is finished, the project will be complete.

East Terminal Air Carrier Apron (AIP 54): The project was awarded to IHC on August 16, 2016. Garver was selected as Engineer of Record at the April Board meeting, and their Master Service Agreement and scope of work was approved at the May meeting. Garver is providing Construction Administration Services for the project.

The existing air carrier apron was constructed in 1982. The concrete has deteriorated due to alkali-silica reactivity (ASR) which is a significant source of foreign object debris (FOD). The project will be 150 calendar days beginning June 19 and ending November 15. The project will maintain at least three (3) commercial aircraft spots.

Change Order No.2 was approved by the Airport Board and is being executed. Change Order No.2 replace the P154 Aggregate Base Course and P-306 Lean Concrete Base with a Cement-Treated Base and reduced the construction contract amount by \$15,301.50 and changed the construction contact time for 150 to 148 calendar days.

IHC completed Phase I work. The jet bridge that was damaged by IHC in Phase I was repaired and returned to service in time for opening of the Phase I area. As of July 31, IHC completed all Phase II pavement removal and began construction of the new pavement section. The project is currently on schedule to be completed within the construction contract time.

Runway 11/29 Replacement Project – Design Only (AIP 55 & AIP 56): Mead & Hunt was selected as the Project Consultant at the April Board meeting, the Professional Services Agreement was approved at the May meeting, and the scope of work was approved at the June meeting.

August 2017 Project Update: This multiyear program is currently contracted through 60% Design of the overall runway and taxiway relocation including overall permitting and land acquisition. Also included this year, Mead & Hunt will finalize design for two construction packages for 2018 construction. The 2018 construction packages begin relocating items in the primary footprint of the new runway including relocation of 27 ¼ road and relocation of an FAA Remote Transmitter Receiver building and antennas.

All efforts on this project are currently on schedule. Several tasks are in process including on-site geotechnical work and analysis. Program validation is also progressing with preliminary geometric layouts for the runway/taxiway system, drainage system and 27 1/4 Rd alignment. These layouts are being discussed with airport staff, FAA and the City. One aerial flight for survey and mapping purposes has been completed and another is scheduled for later in August. Additional BLM/FAA coordination is taking place on the land transfer for the 188 acres of land. Additional user and tenant coordination on the project will likely be held in September.

Gate 1 Passenger Boarding Bridge Project: Mead & Hunt has been contracted and has been given notice to proceed (07/26/2017). Design team is scheduled to visit the site during the week of 08/07/.2017 to review existing conditions, survey the site, and develop preliminary layout.

Passenger Terminal Renovations Project: Mead & Hunt has submitted scope and fee spreadsheet for independent Fee Estimate review (submitted 08/04/2017).

VII. Discussion/Action Items

A. Civil Air Patrol lease

Mr. Minnick briefed the Board. Mr. Minnick said that the Civil Air Patrol (CAP) lease has expired and they applied for a new lease. The lease history with CAP is that they have a 30 year lease with a minimal payment of \$30 and they are requesting that same lease structure.

Commissioner Brown made a motion for the Board to authorize Ty to put together a \$0 sum contract and Commissioner Benton requested for more research to be done on the term. Commissioner Shrader seconded. Voice Vote. All Ayes.

B. Administration building proposal

Mr. Achen suggested an update in executive session on negotiations with the contractor for the most recent attempt to pursue a solution.

C. Customs and Border Patrol facility

Mr. Achen and Mr. Trinklein briefed the Board.

Options:

1. **Existing Terminal** - ATO4 (Allegiant & Denver Air or ATO1 GJRA staff) no longer under consideration, because it would limit the airport's future capacity to add other airlines.
2. **Administration Building** –
Building cost: unknown
Site improvements: unknown
Tenant improvements: TBD
The administration building still needs to be completed, and additional utility connects would likely be moderate. In a new facility, the building could be designed efficiently to meet the GAF requirements. Questions about the timing of the completion are yet unknown and may not meet the timing of a GAF.
3. **Remote site 3 – DOE Calibration Pads** –
Building: TBD
Site improvement: TBD
Tenant improvements: Included in building cost
Remote site option have same benefits of being designed to efficiently meet GAF requirements. New utilities, parking, and access would need to be addressed.
4. **Remote Site 2 – West Star**
Building: TBD
Site improvements: TBD
Tenant improvements: Included in building cost
Similar to Remote site 3. Would require additional logistic work to relocate remote SIDA currently lease for Air Cargo. New utilities, parking, and access would need to be addressed. This site should be adjusted for planes to use the GJRA ramp north of West Star rather than building a new ramp.

Mr. Achen said that the last two sites seem to be the two most feasible/possible. Staff recommends vetting the two options.

Jeff from Mead and Hunt stated that he thought this would be about a 30 to 60 day timeframe

Chairman Taggart said that they need to have a conversation with the task force to indicate will be contributing to the cost. Chairman Taggart said that they also needed to talk to West Star because they have indicated that they may consider buying that space mentioned in remote site 2.

The Board directed staff to research more information.

D. Minimum Standards Consultant Selection

Commissioner McDaniel briefed the Board. Qualifications were received from two firms to provide professional service to review and update airport minimum Standards. AMCG was selected by the Minimum Standards committee as the most qualified firm and the committee negotiated a scope of work and fee for professional services. Staff recommends the selection of Aviation Management Consulting Group (AMCG) to provide services for minimum standards review and update and for the authorization of the Board Chairman execute the agreement with AMCG for \$25,000.

Commissioner McDaniel made a motion for the Board to approve Aviation Management Consulting Group to review and revise the airport's current minimum standards, for a total price of \$25,000. Commissioner Brown seconded. Voice Vote. All Ayes.

E. Compliance Committee

Commissioner McDaniel briefed the Board. Commissioner McDaniel stated that they are seeking a staff person to add to the committee. Commissioner McDaniel stated that they need to create a charter like the Finance and Audit Committee that says what they are doing and how they are doing it. Commissioner McDaniel stated that he believes the Code of Conduct and the Whistleblower Policy need to be revised because the two policies don't line up. Also, Commissioner McDaniel said that the Code of Conduct says that when commissioner have a conflict of interest, those conflicts need to be reported to the Secretary of the State and the State Statute says "may" report conflicts but is not required.

F. Terminal renovation design

Mr. Trinklein briefed the Board. This scope of work is to provide architectural design service for the projects identified in the 2017 Terminal Program/Project Strategy document. The Projects are primarily comprised of deferred maintenance items on the terminal alongside select terminal improvements. The airport currently has

established funding for these items, and needs to upgrade the terminal facility and infrastructure to sustain it for the near term while plans for a terminal expansion or replacement are developed. This scope of work includes design services to repair and replace the existing HVAC system, selected life safety upgrades, roof replacement, escalator replacement, and electrical upgrades.

This contract is to provide design and bidding services for the program.

The contract has been reviewed and approved by staff. The fee have been evaluated by staff and are determined to be fair and reasonable.

Staff recommends for the Board to approve the Mead and Hunt Contract and to authorize the Chairman to execute the scope of work.

Commissioner Brown moved for the Board to approve the Mead and Hunt Contract for on-call A/E Services in the amount of \$678,373 and authorize the Chairman to execute the scope of work. Commissioner Brabaek seconded. Voice Vote. All Ayes.

G. IHC Invoice

Mr. Trinklein briefed the Board and projected the invoice and the itemized breakdown for the board to see. Mr. Trinklein said that this is the 2nd pay application from IHC and was submitted to the airport on the 8th and submitted by IHC on the 4th. Invoice for the amount of \$145,485.05.

Commissioner Benton asked if it was known why the contractor was not able to submit this prior to August 1 since the work performed is for June 26 to July 17th.

Mr. Trinklein said that the contract requires submission by the next to last Friday of the month so that would have been July 21st, but it was delayed because the engineer and IHC was discussing some of the items including the mobilization payment.

Commissioner Benton said that normally he is not in favor of making exceptions to the normal policy unless there has been substantial hardship exhibited.

Chairman Taggart said that he agrees with Commissioner Benton and they will go along with it this one time but there needs to be a conversation with the management of IHC.

Commissioner Brown made a motion for the Board to approve the IHC invoice. Commissioner McDaniel seconded. Voice Vote. Five Ayes, One Nay by Commissioner Benton.

H. BLM Lease agreement

Mr. Minnick stated that the total square feet is 603,500 and the difference is the OFA so their rentable space is 482,500.

Commissioner McDaniel moved for the Board to approve the lease with the BLM as presented. Commissioner Brown seconded. Voice Vote. All Ayes.

VIII. Any other business which may come before the Board

Commissioner Benton moved for the Board to move into executive session for the purpose of discussing specialized details of security arrangements as authorized by C.R.S. Section 24-6-402(4)(c) 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.

IX. Adjournment

Open session adjourned at 7:15

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board