



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
August 21, 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 August 21, 2018 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Tom Benton, <i>Chairman</i> Chuck McDaniel, <i>Vice-Chairman</i> Erling Brabaek Clay Tufly Thaddeus Shrader Ronald Velarde <i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Chance Ballegeer, <i>Deputy Clerk</i> Eric Trinklein Shelagh O’Kane Mark Papko Ben Peck Aaron Morrison	<i>Other:</i> Colin Bible, Garver Frank McIllwain, Garver Geoff Mohny, Mead & Hunt Shannon Kinslow, TOIL Adam Shuler, FCI Scott Cary, Mead & Hunt Bradley Sullivan, Tenant
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II. Approval of Agenda

Commissioner Tufly moved for the Board to approve the agenda. Commissioner Shrader seconded. Voice Vote. All Ayes.

III. Commissioner Comments

Chairman Velarde wanted to thank the board and Ms. Padalecki for the Flowers and well wishes while he was in the hospital.

IV. Citizen Comments

None.

V. Staff Reports

A. Director's report

Ms. Padalecki wanted to first say happy birthday to Airport Commissioner Erling Brabaek.

Ms. Padalecki mentioned that the first project related to the new runway program would commence next week. She thanked the airport team for putting together a simple ground breaking ceremony. Staff has been notifying the public and community members about the ground breaking event.

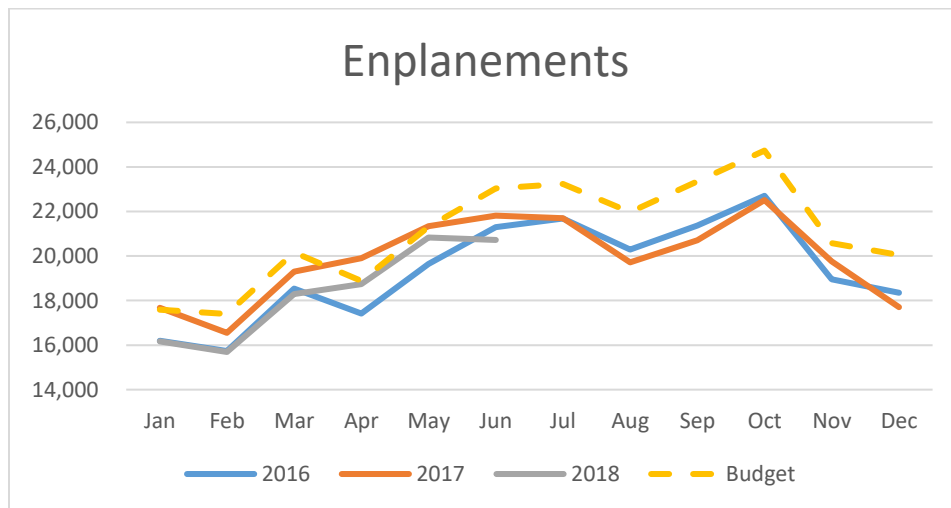
Ms. Padalecki mentioned to the board that the 2019 draft budget has been reviewed by the finance and audit committee and that it went well. Wanted to thank Ms. O'Kane for getting that ready and prepared for the committee. Ms. Padalecki also mentioned that Ms. O'Kane will be designated as the budget officer per state statute.

Finally Ms. Padalecki wanted to discuss the board workshop scheduled for the day after Labor Day and a special board meeting to discuss the 3rd floor renovation.

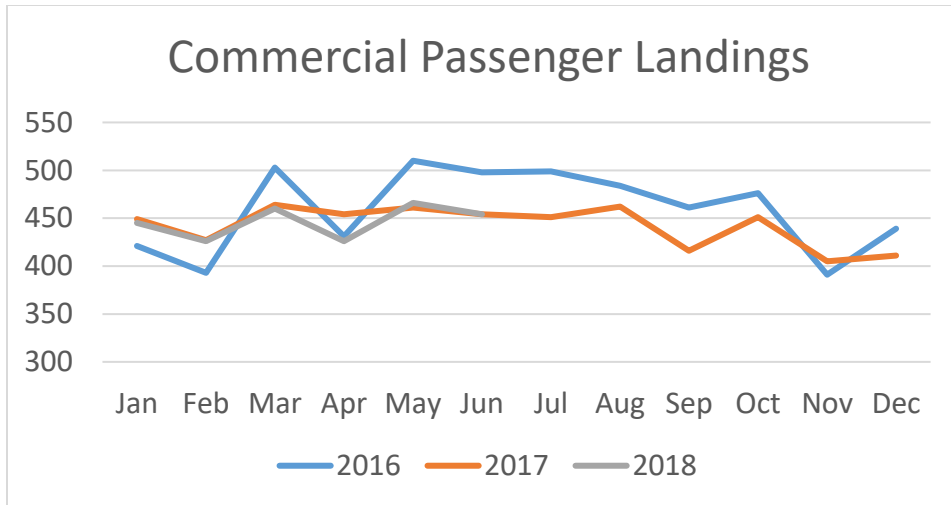
Ms. Padalecki and the board discussed the ground breaking ceremony in further detail.

B. Financial/Activity report

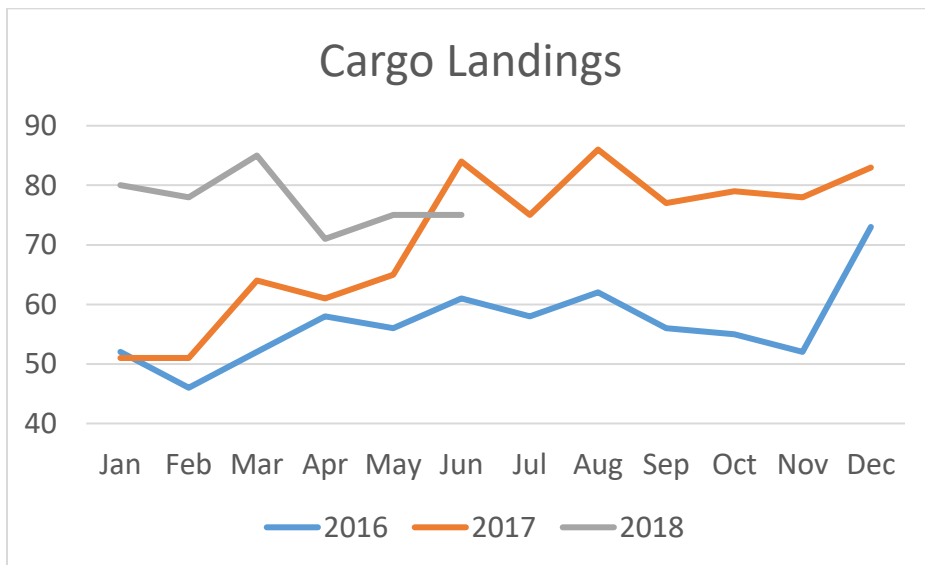
Ms. Padalecki brief update on the airport's financial and activity status. June enplanements were down year over year, mainly due to the LAX service we had last June with American Airlines. June saw twenty eight diversions as GJT continues to see increases in diversions.

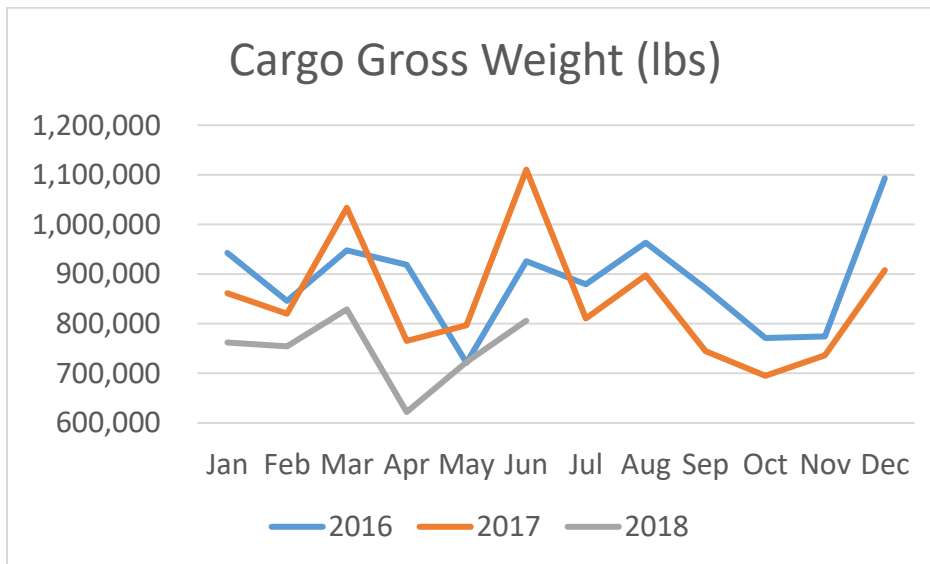
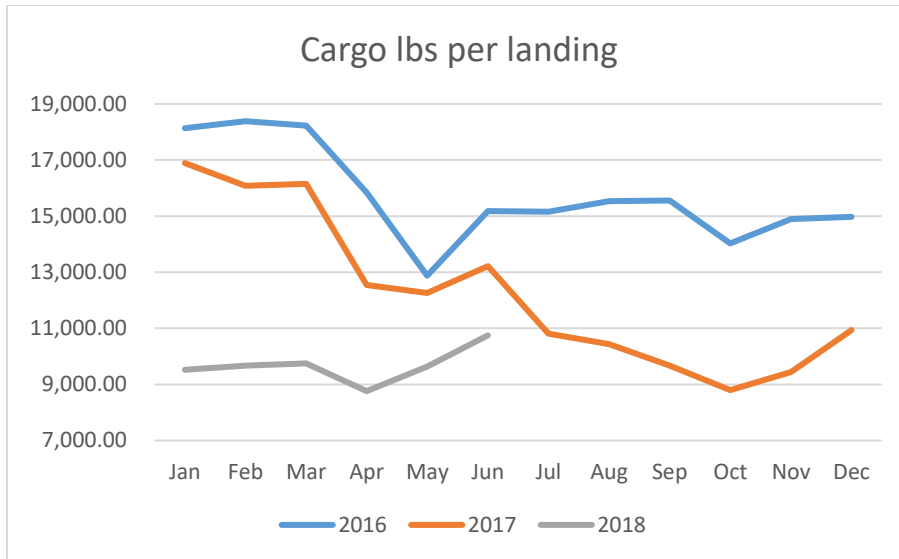


- Denver Air Connection had an increase in enplanements of 36% year-over-year with a 2% reduction in capacity
- June 2017 included AA LAX service



- 28 diversions in June 2018 vs. 3 in June 2017

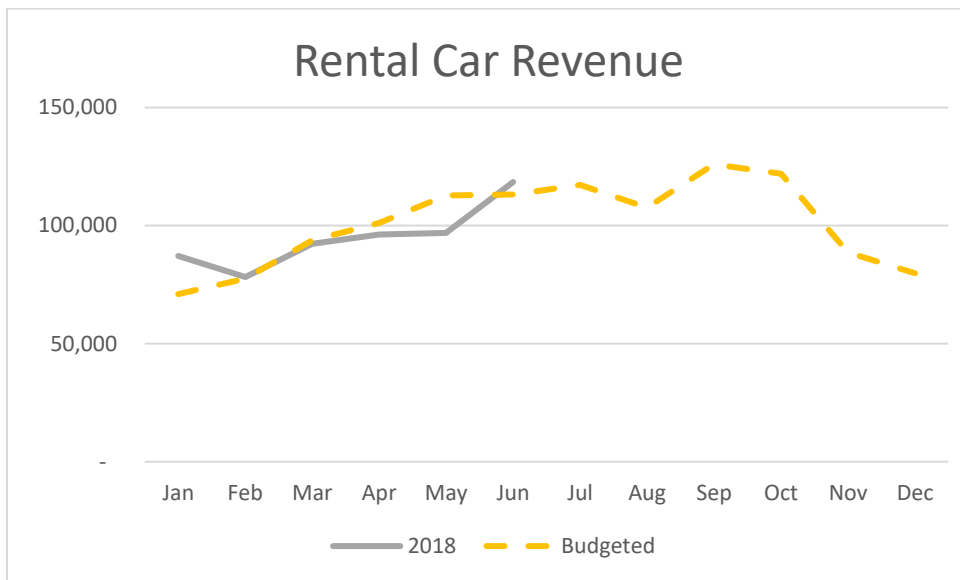
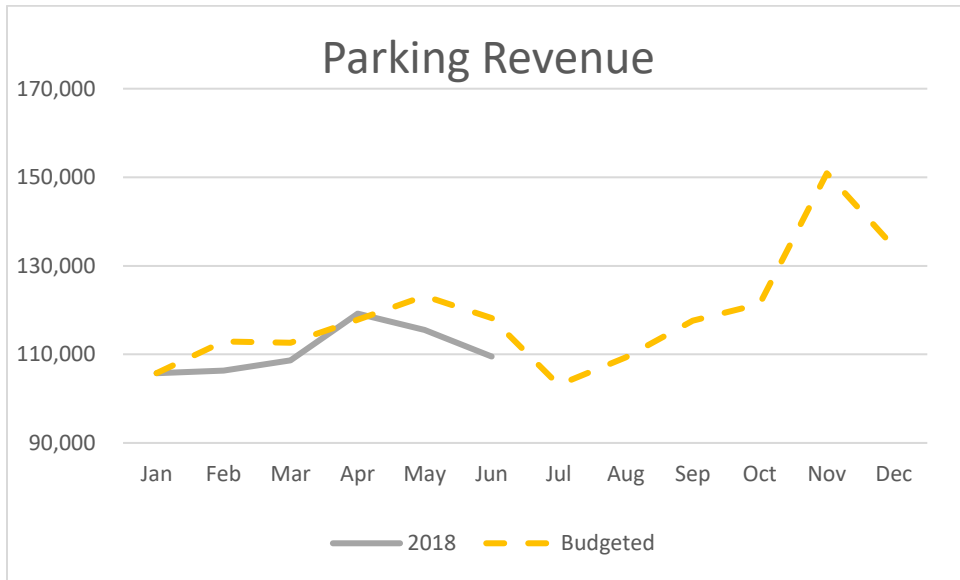


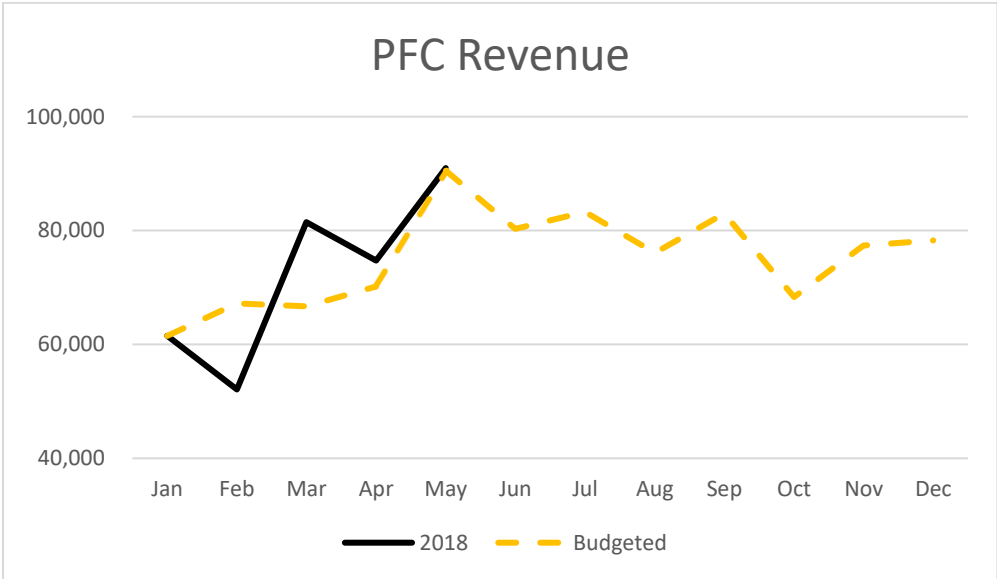
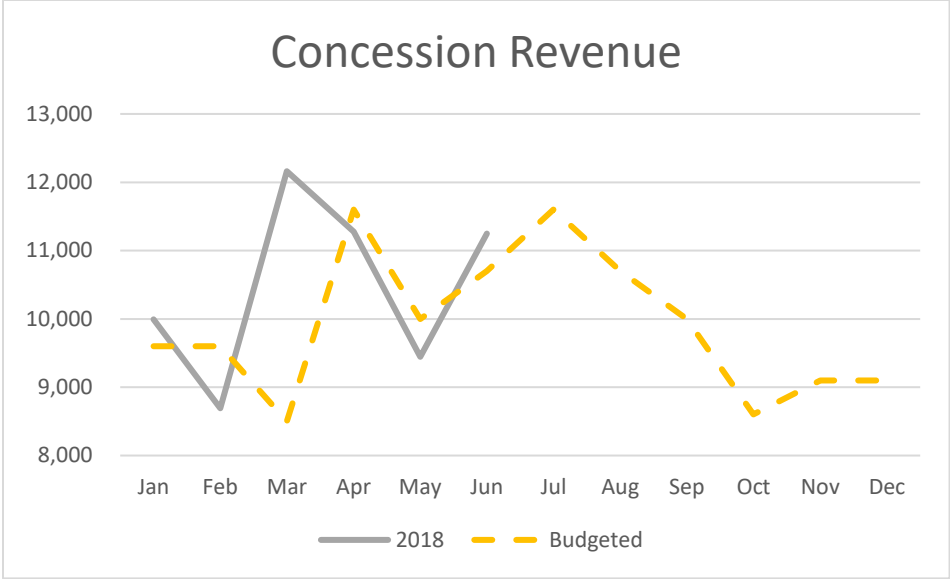


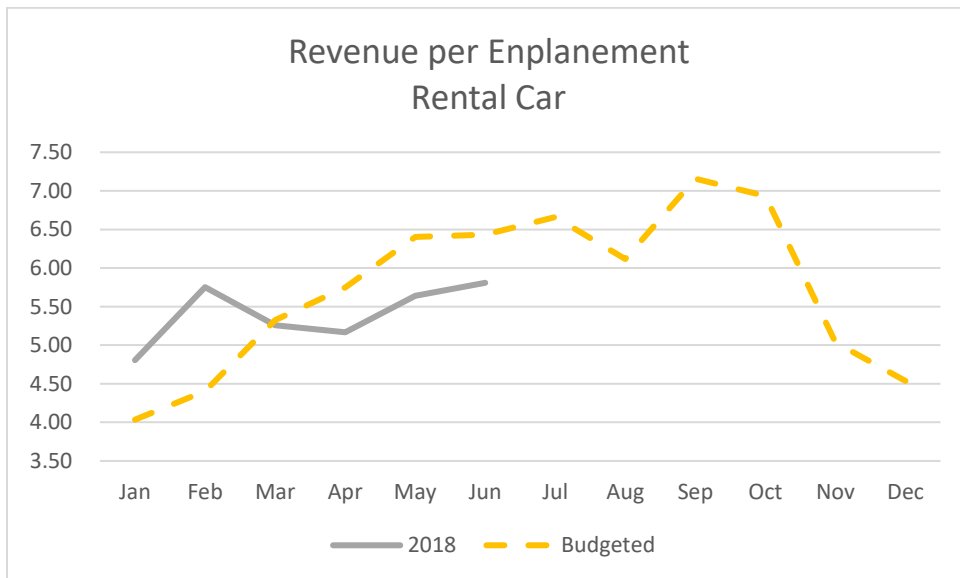
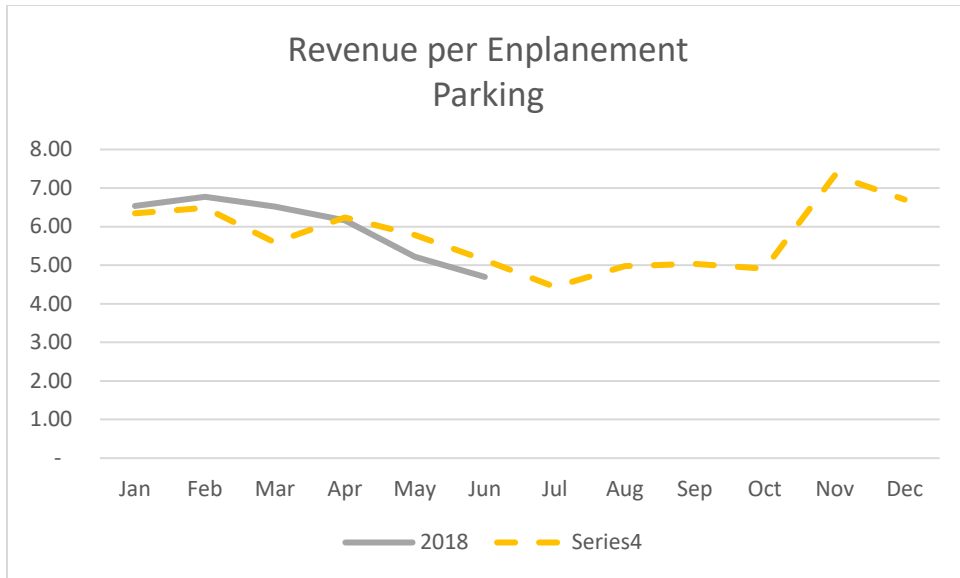
- Key Lime had 10% more cargo per landing year-over-year
- FedEx had a 19% decrease in cargo per landing year-over-year due to prior year having the extra daily landing as well as the increase in trucking freight

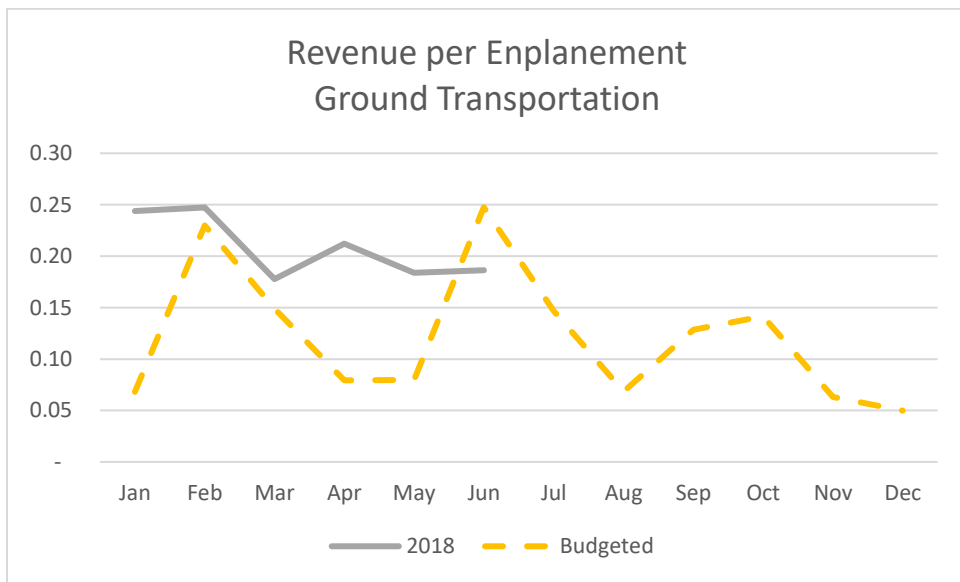
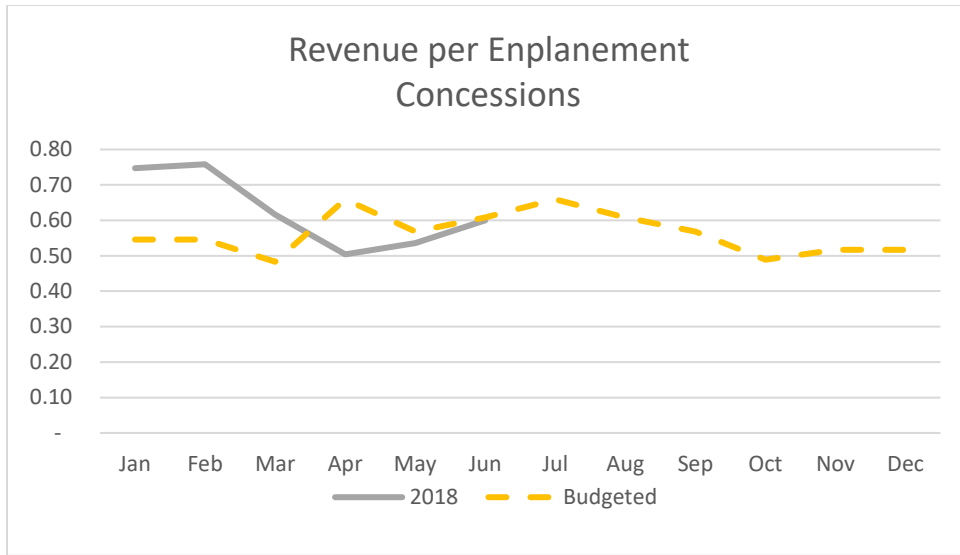
Ms. Padalecki discussed the financial report. Aeronautical revenue is down due to a 5% decrease in enplanements year-over year- and 5.3% YTD. Passenger landing fees are above budget YTD due to 198 diversions in the first half of 2018. There were 124 diversions in the first half of 2017. BLM had 152 landings in June 2018 as opposed to 229 in June 2017, this and FedEx’s decreased landings caused non-passenger landing fees to be below budget for the month.

Chairman Benton asked about the BLM landings and if they were associated with the fires in the region. Ms. O’Kane stated it is directly associated. Commissioner Brabaek wanted to thank staff for handling all of the diversions that the airport as received.







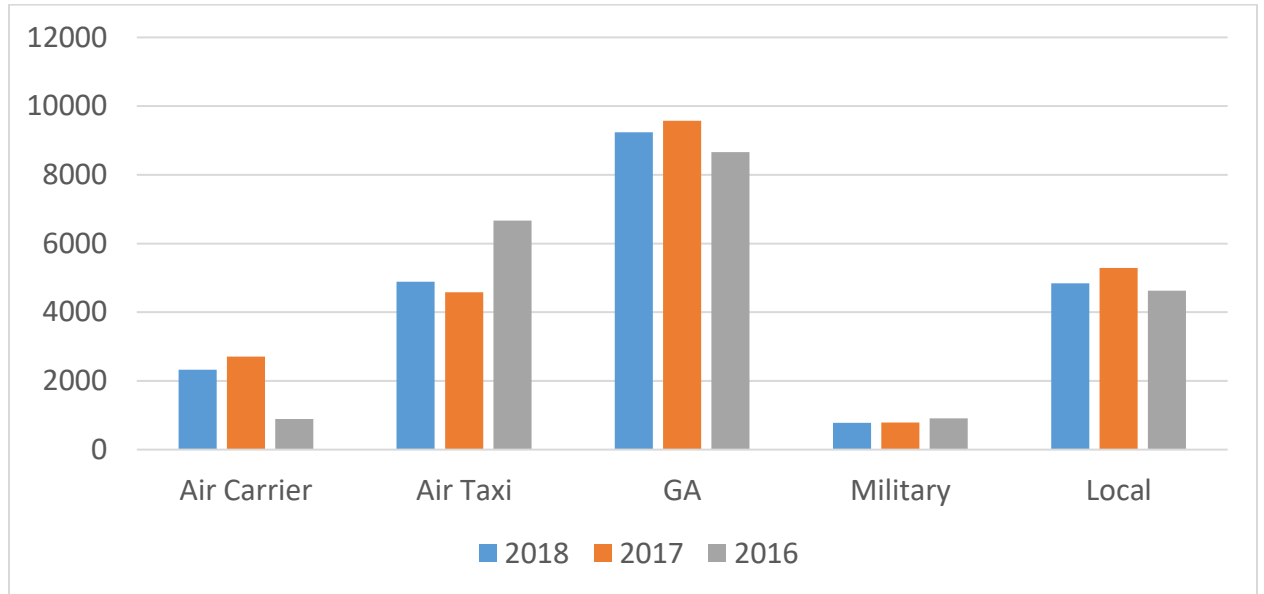


Before Mr. Papko gave his Operations report, Ms. Padalecki wanted to echo commissioner Brabæk statements about airport staff responses and handling diversions and that July will be even a heavier diversion report.

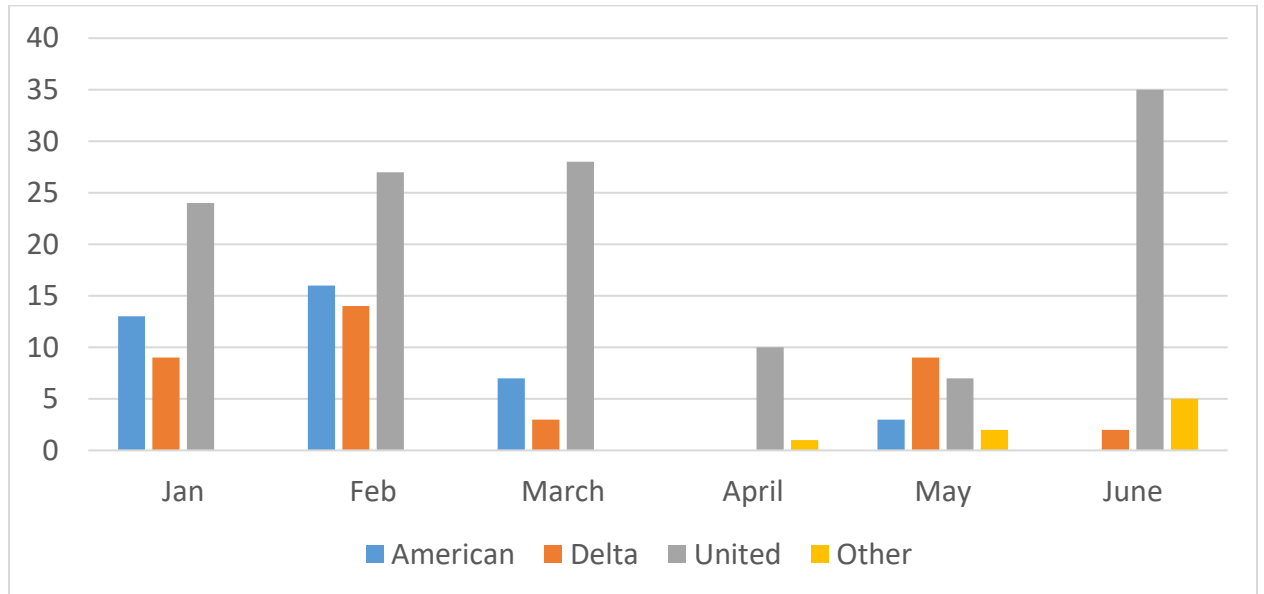
C. Operations report

Mr. Papko briefed the board. Mr. Papko mentioned a couple of things before getting into the numbers. Briefed the board on the airports annual TSA inspection and had zero discrepancies. Kudos to the security team. Mr. Papko also updated the board on where the airport sits with minimum standards. Public comments period closed and got some really good feedback. Staff will review those comments and make necessary changes.

Mr. Papko then briefed the board on total aircraft operations and diversion numbers.



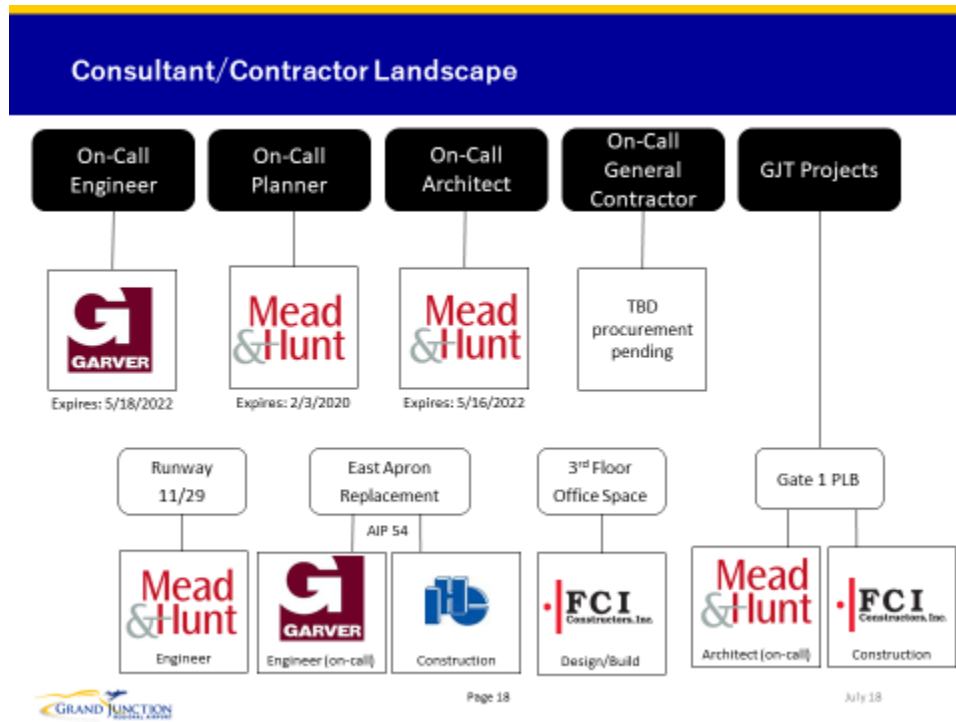
Diversions: 1/1-6/30



Commissioner Shrader asked if the airport collects landing fees for every diverted flight to Grand Junction. Mr. Papko said yes and that if those diverted planes deplane, it trickles down into rental cars, hotel bookings, etc. Chairman Benton asked if we had numbers on how many of the diverted planes deplaned. Mr. Papko had the numbers but not in front of him. Ballpark guess would be 25%.

D. Project report

Mr. Trinklein briefed the Board. Mr. Trinklein stated that the airport had received all of their fiscal year grant awards for all the projects going on and are wrapping up some paperwork.



E. Contractor report

Mr. Colin Bible from Garver gave a brief update on the Taxiway Alpha rehabilitation project. Mr. Bible stated that they received the FAA grant offer. Garver is working with United Companies to finalize contracts and paperwork. They are on track for work on the Taxiway Alpha Rehab project.

Mr. Bible gave an update on the East Terminal Air Carrier apron project. IHC began construction on August 9th and construction is scheduled to be completed before Thanksgiving. Chairman Benton asked if IHC has decided on what they intend to do with the old concrete product. Mr. Bible stated that they haven't made a decision but it's there material, so they are just storing it until they decide. A discussion occurred about the possibility of the airport using that product.

Mr. Scott Carry with Mead & Hunt gave a brief update on the runway project.

Runway 12/30 60% Overall Design

→ Design efforts- ongoing

- Refining grading design – 80% complete
- Finalizing drainage improvements – 90% Complete
- Scheduling supplemental Geotechnical testing Drilling occurred this week
- Scheduling pavement design refinement September 2018
- Continuing construction water source evaluations 75% Complete

- Internal Quality Control Package set to be complete September 1

- Currently requesting input from airlines/operator inputs on equipment (25% Complete)
- Will follow-up with FAA Air Traffic upon finalization of user inputs

- Final submittal expected November 2018



Mead
& Hunt

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GJT/AIRPORT RUNWAY DESIGN

27 ¼ Road Construction

→ Relocate/Reconstruct 27 ¼ RD 1.6 Miles of Roadway

- 27 ¼ RD access to BLM property to remain open throughout

→ Notice of Award Issued – July 17th

- United Companies
- Pre-Construction Meeting Held – August 9, 2018

→ Notice to Proceed Expected August 27

- 100 Calendar Day Construction period

→ Groundbreaking proposed for August 28, 12:00PM - 27 ¼ RD

- Location: Approximately 1 Mile North of H Road



Mead
& Hunt

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GJT/AIRPORT RUNWAY DESIGN

RTR Facility Relocation Construction

- Relocate the Remote Transmitter Receiver Facility and Grading Phase I
 - Joint project with FAA Air Traffic, Facilities and Equipment (FAA F&E)
 - Airport perform majority of physical infrastructure
 - FAA F&E provide certain materials, remediation, and radio equipment

- Notice of Award Issued – July 17th
 - SEMA Construction
 - Pre-Construction Meeting Held – August 16, 2018
 - 150 Calendar Day Construction period
 - Completion Summer 2019

- FAA Airports Grant on agenda today funds FAA F&E furnished portions of construction



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GJT/AIRPORT RUNWAY DESIGN

Mr. Geoff Mohney from Mead & Hunt briefed the board on the terminal improvements.

Terminal Improvements

- Terminal Renovations
 - GC Procurement Process has started
 - RFP has been issued
 - RFP responses due August 28
 - Anticipate presentation of contract to Board for approval on September 18, 2018

- Passenger Loading Bridge
 - Contract awarded
 - Contractor schedule indicates the project could be complete by Thanksgiving
 - Submittals are being reviewed
 - On-site work has begun



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August 2018

General Contractor Procurement Schedule

LOI Responses Due	July 20 - 2 PM
Issue RFP to Shortlisted Firms	July 25
RFP Responses Due to Owner	August 28, 2018
Scope Review /Work Sessions with Top Ranked Firms	September 07
Rank Firms/ Reconcile Guaranteed Maximum Price	September 10-18
Presentation for Approval to Grand Junctional Regional Airport Authority	September 18
Start Construction	As soon as Practical



Adam Shuler with FCI Construction briefed the board on the 3rd Floor renovation project. A Brief discussion about cost, schedule, and procedures occurred between Mr. Shuler, the board and airport staff.

VI. Consent Agenda

- A. July 17, 2018 Meeting Minutes
- B. 2018 Audit-EKS&H
- C. Sky Adventures Sublease Renewal
- D. Temporary Construction Easement-Grand Valley Water Users
- E. FAA Grant Offers
- F. Invoice Replacement Runway 12/30 Project Design-Mead & Hunt
- G. Notice of Award Taxiway A Rehabilitation-United
- H. Annual Appointment of budget officer

A discussion brought up by vice chairman McDaniel took place about the Sky Adventures subleases which are mostly non-aeronautical and whether or not they need to be approved by the board or by the airport director. Mr. McDaniel gave a brief history as to how the current policy came about, length of the subleases, and recommends that the board allow Ms. Padalecki to approve non-aeronautical subleases instead of the board approval.

A discussion about whether or not the admin building is considered aeronautical or non-aeronautical. Chairman Benton stated that the board should vote on the consent agenda and then the board can discuss what to do with non-aeronautical subleases.

Commissioner Shrader moved for the board to approve the Consent Agenda as presented. Commissioner Tufly seconded. Voice Vote. All Ayes.

Ms. Padalecki stated that an idea she has is that if the non-aeronautical sublease doesn't have any problems or concerns and because they are one year terms, the airport should just sign off and just continue. If there is a change in use or terms, then the airport would bring those leases to the board. Chairman Benton asked the board if they would like to see the current policy and then the amended motion at the next board meeting and then adopted it then. The board agreed, then the issue was tabled until next board meeting or even the next workshop.

VII. Discussion Items

A. Resolution Lodging Tax Increase

Ms. Padalecki stated that this should have actually been an action item. Ms. Padalecki then briefed the board about the Lodging Tax Increase. The language that is in the board packet is the language that was passed by several committee's in the community including GJEP. A discussion about what will be on the ballot and what the resolution says ensued. Chairman Benton called for a roll call vote for resolution.

Roll call vote. All Commissioners voted Aye. Commissioner Taggart is absent.

B. Marketing Agreement and Marketing Strategy

Ms. Padalecki briefed the board on the airport's market agreement/strategy and that we have a marketing agreement with Lamar Agency. A discussion about the marketing strategy and to extend the marketing agreement with Lamar, which will expire in October, for another six months that will provide an adequate window to allow the airport to procure a new marketing contract. Ms. Padalecki then discussed her vision for the marketing strategy for GJT.

C. Standard Ground Lease Review

Ms. Padalecki discussed with the board the current ground lease agreement and current bench marks that need to be compared to other airport's ground lease agreement bench marks, Secondly Ms. Padalecki wanted to make sure the board was aware that when the current lease was adopted, a policy was put into place that any existing tenant could convert from their old lease to the new lease. Though Ms. Padalecki wants to keep that policy available, but doesn't limit the airport ability to grow and evolve the lease over time. Therefore suggests setting a deadline to the remaining tenants under which they need to notify the airport they want to convert to the new ground lease agreement. Finally Ms. Padalecki discussed the need for airport Rules and Regulations outside of what's in the actual ground lease agreement.

A discussion between the airport board, legal counsel, and airport staff occurred regarding the current ground lease agreement, other lease options, liability concerns, components inside the current leases, transparency with tenants, and options moving forward. Ms. Padalecki suggested that she take this topic back to the team and visit everyone's comments and decided how to move forward.

VIII. Any other business which may come before the Board

None.

IX. Adjournment

Commissioner McDaniel/Shrader moved to adjourn the meeting. Commissioner Brabaek seconded. Voice Vote. All Ayes.

Meeting adjourned at 7:14 PM.

Tom Benton, Board Chairman

ATTEST:

Chance Ballegeer, Deputy Clerk to the Board