



# Board Packet

Regular Board Meeting

*October 17, 2018*



# GRAND JUNCTION REGIONAL AIRPORT AUTHORITY



**Date:**           **October 17, 2017**

**Location:**    **GRAND JUNCTION CITY HALL**  
                  **250 N. 5<sup>TH</sup> ST**  
                  **GRAND JUNCTION, CO 81501**  
                  **AUDITORIUM**

**Time: 5:15 PM**

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## **REGULAR BOARD MEETING AGENDA**

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**I.      Call to Order and Pledge of Allegiance**

**II.     Approval of Agenda**

**III.    Commissioner Comments**

**IV.    Citizens Comments**

The Grand Junction Regional Airport Authority welcomes public comments at its meetings. The Citizens Comment period 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 Clerk for distribution to the Board. The Board Chairman will indicate when you may come forward and comment. Please state your name for the record.

**V.     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. September 21, 2017 Regular Meeting Minutes_____	1
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D. Mead & Hunt invoice approval – passenger boarding bridge_____	4
E. Standard Ground Transportation Permit_____	5
F. Rates & Charges amendment_____	6
G. Passenger Facility Charge application _____	7
H. Ground Lease application_____	8

**VI.    Staff Reports**

A. Directors report (Mark Achen)

B. Financial report (Ty Minnick)	9
C. Activity report (Shelagh O’Kane)	10
D. Project report (Eric Trinklein)	11

**VII. Discussion/Action Items**

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B. Airline lease consultant selection & agreement (Vice Chairman Benton)	13
C. 2018 Budget (Vice Chairman Benton)	14
D. Administration Building (Chairman Taggart)	
1. June 30, 2017 RFP - board response	
2. Building alternatives	

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

**IX. Adjournment**

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**Grand Junction Regional Airport Authority Board**  
**Board Meeting**  
Meeting Minutes  
September 21, 2017

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**REGULAR BOARD MEETING**

**Time: 5:15PM**

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**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 5:16 PM on September 21, 2017 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Rick Taggart, Chairman Tom Benton Chuck McDaniel Tim Pollard Thaddeus Shrader Erling Brabaek  <i>Airport Staff:</i> Mark Achen Ty Minnick Jodi Doney Eric Trinklein Ben Peck Chance Ballegeer, Deputy Clerk	<i>Other:</i> Shannon Kinslow, TOIL John Manee, DOWL Bradley Barker, CAP David Shepard, GJAUTA Bill Marvel, GJAUTA Jim Neu, Tom Ross, Citizen
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**II. Approval of Agenda**

Commissioner Brabaek had a couple of questions about the consent agenda. Questions on item J, IHC Invoice approval. Multiple commissioners agreed. Also had a question about item K, BLM memorandum of agreement. After a conversation between board members it was decided that item K would be left on the consent agenda.

Interim Director March Achen wanted to clarify that Item H, replacement of hold room windows, is for the boarding area, and not the grand hall of the terminal.

Chairman Taggart suggested that items A-M be part of the consent agenda, but item N, Avigation Easement, he would have to recuse himself as he is on both sides of the

agreement, therefore he cannot participate and until Commissioner Benton arrives we may have to move it into the discussion items. Commissioner McDaniel asked if a consent agenda can be approved with 4 board members, Chairman Taggart asked the attorney, and it was stated that they could.

### **III. Commissioner Comments**

Commissioner McDaniel stated that as he was looking at the budget and other publications, he noticed that 4 commissioner's terms end in the first half of 2021, thought this issue isn't urgent, that's potentially a big turnover to put 4 new people on a board at once. Commissioner had questions about current members fulfilling recently resigned commissioners. Commissioner McDaniel stated he was just worried about the situation, and wants to work on fixing the issue.

### **IV. Citizens Comments**

#### **Tom Ross, Citizen**

Mr. Ross referenced the news article in the local paper about the concrete not passing, but the possibility of the airport using the concrete for 10 years or so. Mr. Ross is concerned about what would happen if the airport were to leave the concrete in and how it would affect FAA grants and so forth. Mr. Ross stated that he worked for the airlines when the de-ice pad was installed and it wasn't poured properly. Also mentioned the west entrance of the terminal had footprints in the concrete. Mr. Ross wants the board to make sure the concrete passes the test and is suitable for the airport.

#### **David Shepard, GJAUTA**

Mr. Shepard wanted to ask the board a question, but wanted to give a little bit of background. Mr. Shepard states that that nothing is more important to users and tenants than public access. Mentions Civil Air Patrol has lost recruits because of it. Also CAF came before the board and stated that the State of Colorado history board proved the TBM as a Colorado historic object, that's pretty important except we can't get people in to see the plane because there isn't public access. Mr. Shepard understands that runways and concrete is very important, but public access is also important and it's related to infrastructure and basic services. Mr. Shepard states that we are in year 6 of being unable to fix any piston engine airplane in Grand Junction, because we lost all our mechanic maintenance services except for West Star. He states that this is unlikely to change unless a potential business can get customers to that business. Public access is the number one priority.

Mr. Shepard mentions the security solution committee, their years of experience and how during the brief tenure of Mr. Turner, the committee went into hiatus. Since the departure of Mr. Turner, these members have volunteered to come back and work on this problem. It's his understanding that after talking with Mr. Guy Parker, a former member, has made the offer to come back a long time ago and are confused because the board hasn't responded. Mr. Shepard's respectful request is to reconstitute the security solution committee so we can move forward on this public access.

## **V. Consent Agenda**

- a. August 9, 2017 Special Meeting Minutes
- b. August 15, 2017 Regular Meeting Minutes
- c. G4S invoice approval
- d. Garver invoice approval
- e. Mead & Hunt invoice approval
- f. Civil Air Patrol lease approval
- g. ADK invoice approval
- h. Replacement of hold room windows
- i. Sky Adventures sublease approval
- j. IHC invoice approval
- k. BLM memorandum of agreement
- l. Disadvantage Business Enterprise policy statement
- m. Colorado Discretionary Aviation Grant Agreement
- n. Avigation Easement

*Commissioner McDaniel moved for the Board to approve the Consent Agenda items A-M, removing item J, IHC invoice approval. Commissioner Pollard seconded. Voice Vote. All Ayes.*

*With Chairman Taggart recusing himself, Commissioner McDaniel moved for the board to approve consent agenda item N, Avigation Easement. Commissioner Shrader seconded. Voice Vote. All Ayes.*

## **VI. Staff Reports**

### **A. Directors report**

Mr. Achen stated that he had nothing to report as items on the consent agenda had already been mentioned.

### **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, which is taking a little longer but hopefully completed in the next 30 days.

**Liabilities** – The accounts payable balance was reduced in February for the payment for approximately \$520,000 due to the FAA.

**Aeronautical Revenue** – Ahead of budget and prior year, year-to-date. Detail is provided in the Activity Update of the board packet.

**Non-Aeronautical Revenue** – Parking and rental cars remain in front of prior year and budget to bring total operating revenue \$119,000 ahead of budget and \$148,000 ahead of prior year.

**Operating Expense** – Main variance is the legal fees from 2016, decreased by \$346,000 this time last year versus \$87,000 this year. Which resulted in an operating gain of around \$1.6 million versus \$1.3 million prior year.

### **C. Communications Events and Activity report**

Ms. Jodi Doney briefed the Board. Enplanements for the year are still at 5.4%. August was down over August of 2016 which is pretty much in line with the logging tax, which was down 3.3%. Over 3,000 flight were cancelled at the end of August because of hurricane Harvey, which could have effected passengers flying out of GJT. Ms. Doney stated that though she wasn't here in August of 2016 and didn't know if a festival or something along those lines happened last year and not this year, but in her experience that it was more in line with tourism and hurricane Harvey. The 5 year average is 1.9%. August is typically a slower month.

Aircraft changes in capacity for August stayed mostly the same aircraft August over August but Allegiant used the airbus instead of the MD80 flying to Los Angeles. American now has the 700 and 175 operating Dallas and Phoenix, where last August we had the CRJ900 and 200. United stayed the same except for we saw 16 additional 175, which we did not see last August.

Ms. Doney talked about an additional document from the airport's air service consultant, the seat per day each way average.

Ms. Doney then mentioned a reminder about the airshow coming up and gave information for the flying public to make sure they get to their flight on time.

### **D. Projects Report**

Mr. Trinklein briefed the Board on current projects at the airport. Mr. Trinklein then wanted to talk about the fiscal year 2018 for the FAA. October 1, is the start of the fiscal year and the airport has 3 projects. The Remote transmitter receiver relocation, 27 ¼ relocation for the new runway, and the maintenance of Taxiway Alpha on the east and west ends.

## **VII. Discussion/Action Items**

### **A. IHC Invoice Approval**

Chairman Taggart addressed Mr. Ross's comment from earlier about the failed concrete because the whole board is concern about the apron and relying on the engineering team to see where the airport is on this. The airport is waiting on the details on the concrete tests. Mr. Trinklein stated that the tests have been completed and are below the minimum qualifications. Chairman Taggart asked what the next steps are, and Mr. Trinklein stated that construction on the existing concrete had stopped after a meeting with the contractor, and are in a stopping period so they can reevaluate the concrete mix design and come up with the best option. That period takes about 45 days. Once the engineers receive the results and a mix design is selected, construction will resume. Mr. Trinklein believed that results should be back by the 27<sup>th</sup> and construction can start October 3<sup>rd</sup>. Communication has been in the works with airlines and other tenants about construction starting back up again.

Mr. Achen asked Mr. Trinklein if the test results that are no payment, is it most likely that the contractor is going to want to have payment and this would be replacing it? Mr. Trinklein stated that is correct. Chairman Taggart asked Mr. Achen to explain his question. Mr. Achen stated if the contractor doesn't remove and replace the concrete that meets the strength test there not going to get paid, but we suspect they'll want to get paid right away. That's not final but that's what we presume will happen. Chairman Taggart thanked Mr. Achen for the explanation.

Commissioner Benton joined the meeting.

Commissioner McDaniel asked what's in the invoice. Mr. Trinklein stated that the invoice is payment for the underlying layers of the first two phases. There are general conditions that IHC has, but it's mostly payment to the local sub-contractors that have done the work for the underlying layers.

Commissioner Pollard asked if there was any payment request for the failed concrete, Mr. Trinklein stated there is no concrete on the invoice.

Commissioner Shrader asked if city had any discussion with the contractor about retainage for when they pull the concrete out and there may be damage to the underlying layers that going to have to be mitigated and increase the cost on that end, or is there some kind of agreement that they will cover that cost in future. Mr. Trinklein stated that it's part of the contract, they cannot place a layer on top of an unsatisfactory layer. Commissioner Shrader then stated that before we approve or deny this invoice, if it was important to put some kind sort of language that speaks to denial of increase cost due to the badge concrete removal, specifically to the underlying layers. Mr. Trinklein stated he would do some follow up research on the issue.

Chairman Taggart asked Mr. Trinklein if the airport has something in writing with the contractors that have in fact, acknowledge their failure to perform, and that they will incur all the cost to make this correct? Airport Attorney's stated that staff is taking the precautious approach and documenting everything regarding this issue.



*Commissioner Pollard made a motion for the Board to approval the IHC invoice and Commissioner Benton seconded. Voice Vote. All Ayes.*

**B. Junction Aerotech Lease Amendment**

Mr. Minnick briefed the board, as well as introduced PJ McGovern, who is representing Junction Aerotech and can field any questions.

Commissioner Benton asked Mr. Minnick for clarification on the expiration dates. The date in the packet is August 15, 2028, is that for the initial term or for all of the option terms. Mr. Minnick stated that they will get a total of 50 years. Commissioner Benton stated “then with options, what year will it be final.” Mr. Minnick stated 2054. PJ McGovern stated that it’s not a total of 50 years, its 50 years from the time of the initial lease. PJ then explained the new lease history and his leases and that simply West Star cannot move in 6 months and that’s why we have requested 2 years. These are only around option periods.

Chairman Taggart asked Mr. Minnick and Mr. McGovern to explain the dates as they seem to not add up. Mr. McGovern stated that there is a standard 20 year lease, 1 (10) year option and 4 (5) years options, that equal 50 years. Mr. Minnick stated that the 10 year option is not be amended.

*Commissioner Pollard made a motion for the Board to approve the Junction Aerotech Lease and Commissioner Brabaek seconded. Voice Vote. All Ayes.*

**C. ADK board meeting/executive session October 10, 2017**

Mr. Achen and the board locked down a date and time for the ADK meeting. After some discussion, October 9, 2017 at 8am was picked for this Executive session meeting.

**D. Business Development Committee**

Commissioner Taggart briefed the board on how the Business development committee came about and who board members can go to on staff to help customers talk about business development at the airport. Chairman Taggart asked for any volunteers to be at the point of the business development committee. Also a point of staff and Chairman Taggart suggested the executive director. Commissioner Shrader stated that he could support it anyway he can but could have difficulties devoting time. Commissioner McDaniel and Commissioner Brabaek volunteered.

**E. Customs and Border patrol facility**

Chairman Taggart stated that before we talk about customs and borders patrol, going into an executive session is not a good idea as the board was going to lose a board member. Chairman Taggart stated that it didn't feel right to have an executive session without the full board being present considering the topics. The other Commissioner agreed. Commissioner McDaniel asked if we could role some of the topics into the October 9<sup>th</sup> meeting, but Chairman Taggart stated that it might be difficult to talk about those topics and 10 to 12 finalist down to 6 without being in the executive meeting for a long period of time.

Commissioner Benton asked if item E, the 2018 budget draft had already been discussed prior to him getting there. Chairman Taggart stated that the commissioners got the draft book, but hasn't been discussed. Commissioner Benton stated that we need to be ready to approve it in the October board meeting for Ty because of certain guidelines and time requirements. Mr. Minnick wanted to clarify that it has to be presented to the board and public by October 15<sup>th</sup>. Airport attorney added that by distributing it to commissioners and having it out on the website, we have met the requirement of presenting it to the board and public. Chairman Taggart reiterated that board members needed to be prepped on this document for the regular scheduled October board meeting so that we can approve the draft of the 2018 budget.

Mr. Jeff Mason from Mead and Hunt briefed the board on the Custom and Border patrol Facility. Commissioner Benton asked Mr. Mason for some clarification on when we talk about Custom and Border facility, are we also talking about the foreign trade zone. Mr. Mason stated that's not their understanding, these are two different things. Commissioner Benton stated that one of the things that they are getting push from is that a number of companies are importing goods, we need a foreign trade zone to make it competitive, and we know that Montrose is working on that, so why wasn't that in consideration for this facility not combined. Mr. Mason stated that he's not an expert about foreign trade zones. Commissioner Benton asked if it is designed for a custom and border patrol facility and it also house a facility for foreign trade zone compliance. Chairman Taggart stated yes because the foreign trade zone falls under the jurisdiction of the custom and border patrol and so it has to be approved through that chain of command. Chairman Taggart agrees with Commissioner Benton in that a community is biting at the bit on this issue. A suggestion would be to organize a meeting in the next few weeks with folks in Denver and get the discussion going so that we can follow the proposal.

Commissioner Brabaek asked when cargo lands here and when cargo has to be held somewhere whether it's over night or for a long periods of time, is there a place in the proposal for that. Mr. Mason stated no.

Commissioner McDaniel stated after reading the memorandum that Chairman Taggart handed out, the foreign trade zone can be a really big place, but you also have to have an agent here who must have supervision or enforcement of the trade zone. So I don't know if we need a warehouse.

Commissioner McDaniel added that in terms of process going forward the board needs to figure out how to finance the site, before going out for bids, that's there some way of financing it.

Commissioner Benton mentioned that based on the last economic development meeting there is some interest from the public private sector to help pay for that side of things, so once we know the cost is, then we can try and secure investor(s) in that process. Chairman Taggart stated that other members of the community may also be interested in this process. Mr. Achen stated that we will continue on.

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

**IX. Adjournment**

*Adjournment @ 7:01pm*

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Rick Taggart, Board Chairman

***ATTEST:***

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Chance Ballegeer, Deputy Clerk to the Board

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	G4S Invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board authorize the payment of G4S Invoice 8453520 for the amount of \$12,705.12		
LAST ACTION:	Approved August Invoice.		
DISCUSSION:	<p>This invoice is the monthly billing for September 2017 for the ongoing monthly costs for security guard services in the Terminal. This cost is recovered from signatory air-carriers.</p> <p>The invoice exceeds \$10,000, therefore requiring Board approval.</p> <p>Staff has verified the amount and the scope of work has been completed.</p>		
FISCAL IMPACT:	\$12,705.12		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	G4S Invoice 8453520		
STAFF CONTACT:	Chance Ballegeer Email: <a href="mailto:cballegeer@gjairport.com">cballegeer@gjairport.com</a> Office: 970-248-8586		

## INVOICE

G4S Secure Solutions (USA) Inc.  
1395 University Blvd | Jupiter FL 33458

Website: www.g4s.us  
Contact Us: (303) 341-4433  
Federal ID: 590857245



Bill To: Chance Ballegeer  
Grand Junction Regional Airport Authority  
2828 Walker Field Dr Ste 301  
Grand Junction CO 81506-8667

Service: 2828 Walker Field Dr Ste 301  
Location: Grand Junction CO 81506-8667

Invoice No: 8453520  
Amount Due: \$12,705.12  
Invoice Date: 09/30/2017  
Terms: Payment Due 30 Days  
Due Date: 10/30/2017  
Customer No: 134423  
PO Number:

Please include the invoice number  
with your payment and remit to:  
PO Box 277469  
Atlanta GA 30384-7469

Have billing questions? Email us:

Purchase orders: pinfo@usa.g4s.com  
Other inquiries: billinghelp@usa.g4s.com

Services Rendered for: 09/01/2017 through 09/30/2017

Invoice Description:

CUSTOM PROTECTION SERVICES  
Grand Junction  
Regional Airport

Week Begin	Week End	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Other Qty	Amount (\$)
Falk, Darin H											
09/04/2017	09/10/2017	15.75	0.00	0.00	0.00	0.00	0.00	0.00	15.75	0.00	
Armed CPO-HOLIDAY				15.75	Regular Hours	at		29.41			463.21
Baughman, John B											
08/28/2017	09/03/2017	0.00	0.00	0.00	0.00	5.00	0.00	0.00	5.00	0.00	
09/04/2017	09/10/2017	0.00	0.00	4.00	0.00	5.00	0.00	0.00	9.00	0.00	
09/11/2017	09/17/2017	0.00	0.00	4.00	5.00	2.83	0.00	0.00	11.83	0.00	
09/18/2017	09/24/2017	0.00	0.00	0.00	7.25	3.00	0.00	0.00	10.25	0.00	
09/25/2017	10/01/2017	0.00	0.00	0.00	7.00	4.00	0.00	0.00	11.00	0.00	
Culton, Chadwick D											
09/04/2017	09/10/2017	0.00	0.00	8.25	8.00	0.00	0.00	0.00	16.25	0.00	
Falk, Darin H											
08/28/2017	09/03/2017	0.00	0.00	0.00	0.00	0.00	0.00	9.00	9.00	0.00	
09/04/2017	09/10/2017	0.00	15.75	4.00	0.00	0.00	0.00	7.00	26.75	0.00	
09/11/2017	09/17/2017	13.50	13.00	8.75	0.00	0.00	0.00	9.00	44.25	0.00	
09/18/2017	09/24/2017	13.00	13.25	12.50	3.25	0.00	0.00	9.00	51.00	0.00	
09/25/2017	10/01/2017	12.75	12.75	12.75	0.00	0.00	0.00	0.00	38.25	0.00	
Troncoso, Daniel L											
08/28/2017	09/03/2017	0.00	0.00	0.00	0.00	11.50	10.00	8.00	29.50	0.00	
09/04/2017	09/10/2017	0.00	0.00	0.00	10.50	7.75	12.00	10.00	40.25	0.00	
09/11/2017	09/17/2017	0.00	0.00	0.00	13.50	10.42	12.00	8.00	43.92	0.00	
09/18/2017	09/24/2017	0.00	0.00	0.00	6.75	10.25	12.25	8.50	37.75	0.00	
09/25/2017	10/01/2017	0.00	0.00	0.00	10.00	13.25	9.00	0.00	32.25	0.00	
Armed CPO-REGULAR				416.25	Regular Hours	at		29.41			12,241.91

Name: Chance Ballegeer

Signature: *ch*

Subtotal 432.00 12,705.12

Approved By/Date: \_\_\_\_\_

Invoice Total Department: Security 12,705.12

Description: G4S Guard

EMAIL / GRDJUNCT12

GL Acct: 1-70-247

Amount: \$12,705.12



## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	ADK Invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board authorize the payment to ADK Consulting & Executive Search invoice 6019 for \$11,000.		
LAST ACTION:	N/A		
DISCUSSION:	Per the Executive Search Services Agreement dated August 9, 2017, invoices will be presented for payment in three installments. The attached invoice is the second installment for \$11,000.		
FISCAL IMPACT:	\$11,000		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Invoice 6019		
STAFF CONTACT:	Mark Achen		



# Invoice

## Bill To

Grand Junction Regional Airport Authority  
 Attn: Mark Achen, Interim Exec. Director  
 2828 Walker Field Drive, Ste 301  
 Grand Junction, CO 81506  
[machen@gjairport.com](mailto:machen@gjairport.com)

Date	Invoice #
9/27/2017	6019

PO #	Due Date
n/a	10/20/2017

Item	Description	Amount
Professional Fee	Executive Search services for Executive Director per signed contract dated August 11, 2017 with Notice to Proceed  Second installment per agreement	11,000.00
<b><i>Thank you for your business.</i></b>		<b>Total</b>
		<b>\$11,000.00</b>

Make all checks payable to ADK Consulting, Inc.  
 If you have questions concerning this invoice, contact  
 Doug Kuelpman at 904-536-8102 or [adkconsulting@msn.com](mailto:adkconsulting@msn.com)

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Pay Request-Passenger Boarding Bridge (Design)		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board approve the payment of Mead & Hunt Invoice No. 272790.		
LAST ACTION:			
DISCUSSION:	This invoice is the progress billing for the Passenger Boarding Bridge Design.  Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.		
FISCAL IMPACT:	\$62,510.10		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 272790		
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597		



Remit payment to:  
Mead & Hunt | Accounts Receivable  
2440 Deming Way | Middleton, WI 53562-1562  
1-888-364-7272 | AccountsReceivable@meadhunt.com

## Invoice

September 19, 2017

Project No: R2331300-171867.01

Invoice No: 272790

Grand Junction Regional Airport  
2828 Walker Field Drive, Suite 301  
Grand Junction, Colorado 81506

Project R2331300- GJT Passenger Boarding Bridge Design  
171867.01

7/18/17 Work Order No. 2

Professional Services from August 1, 2017 to August 31, 2017

### Fee

Phase	Fee	Percent Complete	Earned	Current
Project Management	9,441.00	21.4575	2,025.80	2,025.80
SD	75,829.00	79.7641	60,484.30	60,484.30
CD	95,385.00	0.00	0.00	0.00
Permit and Bid	6,286.00	0.00	0.00	0.00
Total Fee	186,941.00		62,510.10	62,510.10
		Previous Fee Billing	0.00	
	Total			62,510.10
		Total this invoice		\$62,510.10

SEP 22 2017

**GJT Gate 1 PBB Schedule of Values**  
**A-E Services**

9/18/2017

	Contract Amount	% Complete	Billed Amount	Previous Billings	Current Invoice
<b>Task 1 - Project Management</b>					
Project Initiation	\$ 954.00	100%	\$ 954.00	\$ -	\$ 954.00
Project Management	\$ 5,359.00	20%	\$ 1,071.80	\$ -	\$ 1,071.80
Quality Control	\$ 3,128.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 9,441.00	21.4575%	\$ 2,025.80	\$ -	\$ 2,025.80

<b>Task 2 - Schematic Design</b>					
Site Survey & Concept Meeting	\$ 43,842.00	65%	\$ 28,497.30	\$ -	\$ 28,497.30
Schematic Design Meeting	\$ 3,586.00	100%	\$ 3,586.00	\$ -	\$ 3,586.00
Develop SD Plans	\$ 28,401.00	100%	\$ 28,401.00	\$ -	\$ 28,401.00
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 75,829.00	79.7641%	\$ 60,484.30	\$ -	\$ 60,484.30

<b>Task 4 - Construction Documents</b>					
Specifications	\$ 10,534.00	0%	\$ -	\$ -	\$ -
Develop Construction Drawings	\$ 68,401.00	0%	\$ -	\$ -	\$ -
90% Review Meeting	\$ 1,906.00	0%	\$ -	\$ -	\$ -
Final Design Meeting	\$ 7,240.00	0%	\$ -	\$ -	\$ -
	\$ 88,081.00	0.0000%	\$ -	\$ -	\$ -

<b>Task 5 - Permit Processing</b>					
Permit Processing	\$ 3,186.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 3,186.00	0.0000%	\$ -	\$ -	\$ -

<b>Task 6 - Bidding</b>					
Bidding Assistance	\$ 10,404.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 10,404.00	0.0000%	\$ -	\$ -	\$ -

<b>Summary AE Services (Rounded)</b>	<b>\$ 186,941.00</b>	<b>33.44%</b>	<b>\$ 62,510.10</b>	<b>\$ -</b>	<b>\$ 62,510.10</b>
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## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Standard Ground Transportation Permit										
PURPOSE:	Information <input checked="" type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>								
RECOMMENDATION:	Staff recommends the Board approve the attached Ground Transportation Permit (Permit). Permit has been reviewed and approved by Airport attorney										
LAST ACTION:	Ground transportation permit for a Transportation Network Company (TNC) was presented at the August 2017 regular board meeting. Board approved the TNC permit.										
DISCUSSION:	<p>The ground transportation providers (GT's) are currently authorized under the rates &amp; charges resolution. The Permit will cover all GT's, including buses, taxi cabs, hotel shuttles, tour groups, etc.</p> <p>The current basic rates &amp; charges require the following:</p> <ol style="list-style-type: none"><li>1. Cabs and paid for shuttles - 10% of revenue for drop off and pick up</li><li>2. Hotel shuttles - a monthly fee equal to \$0.20 multiplied by the number of rooms available for rental in the hotel</li><li>3. Buses - \$400 annual fee</li></ol> <p>The attached Permit requires the following trip charge:</p> <table><tr><th>Number of Seats</th><th>Trip Fee</th></tr><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></table> <p>The new Permit fee structure will be fair and equitable for all GT's. Currently, revenue reporting is provided by the GT with no ability for airport to verify. Airport staff has started the process of installing an AVI tracking system to determine the correct fee that should be charged to the GT. Staff anticipates this will be operational by January 1, 2018. The main difference in this Permit and the TNC permit approved August 2017 is the AVI requirement. TNC does not need an AVI since they utilize the airport geo fence.</p>			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										
FISCAL IMPACT:	Ground transportation tracking system will cost approximately \$8,000. Staff anticipates cost will be recovered in 2018.										
ATTACHMENTS:	Ground Transportation Permit										
STAFF CONTACT:	Ty Minnick <a href="mailto:tminnick@gjairport.com">tminnick@gjairport.com</a> 970-248-8493										

**GRAND JUNCTION REGIONAL AIRPORT  
COMMERCIAL GROUND TRANSPORTATION  
BUSINESS PERMIT**

THIS PERMIT AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2017, 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 Commercial Ground Transportation Business as defined in Article V, Rules and Regulations.

**WHEREAS**, Permittee has submitted an application for a Commercial Ground Transportation Business Permit which is satisfactory to the Airport,

**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, 2017. This permit shall automatically renew for 12 month periods (each, a "Renewal Term") unless either party declines such a Renewal Term by providing the other party with sixty (60) days notice prior to the expiration date.

**ARTICLE II**  
**PRIVILEGES**

**2.01** Permittee is authorized to operate its vehicles on public roadways 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.

**2.03** Permittee will load and unload its customers only in zones designated by the Airport for such purposes. Permittee will not park its commercial ground transportation vehicles on Airport property except for loading and unloading.

**2.04** 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** Permittee is required to purchase an AVI (“Automatic Vehicle Identification”) transponder for all vehicles that will be operating at the Airport. The price of AVI for Permittee to be determined based on the actual cost to the Airport for said AVI.

**3.04** 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 person 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, Courtesy Vehicles, Bus Operator, TNC, & Van/Shuttles shall all fall into this category.



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. 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.

**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 Authority who shall respond to the operator within 30 days indicating the proposed action to resolve the dispute or grievance. In the event the dispute or grievance is not resolved to the operator's satisfaction, operator may present their 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.

**6.04** Failure to comply with this permit or to operate without a permit may result in a \$100 fine (or as determined in the Airport's Rates and Charges) and/or termination of operating privileges at the Airport.

## **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**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
PUC #

\_\_\_\_\_  
Date

Permit Issued By: \_\_\_\_\_  
Airport Authority                      Date

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Rates & Charges amendment		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve Rates & Charges amendment		
LAST ACTION:	At the February 2017 Regular Board Meeting, the Board approved the Rates & Charges		
DISCUSSION:	In order to be consistent with the ground transportation permit, the Rates & Charges have been amended as attached.		
FISCAL IMPACT:	None.		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Rates & Charges section III amendment		
STAFF CONTACT:	Ty Minnick <a href="mailto:tminnick@gjairport.com">tminnick@gjairport.com</a> 970-248-8593		



### **III. Ground Transportation Operators and Off-Airport Delivery Service Operators**

**Ground Transportation Operators (shall include all bus (excluding Grand Valley Transit), shuttles, courtesy vehicles, taxi, transportation network companies, sightseeing tours, hotel/motel shuttle, etc)**

Ground Transportation Operators shall pay GJRAA the following fee:

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

#### **Off-Airport Parking Providers**

Each Off-Airport Parking Provider shall pay GJRAA a monthly fee equal to 10% of monthly gross revenues. This applies to all hotel/motel operators offering parking to guests or non-guests of the hotel/motel for a fee in addition to the cost of a nightly room rate. In addition, shuttle vehicles from each said company shall also pay GJRAA a trip fee as previously defined.

#### **Off-Airport Delivery Service Operators**

Each Off-Airport Delivery Service Operator shall pay GJRAA two hundred dollars (\$200) per company annually for unlimited service from the Airport (paid in advance of the Off-Airport Delivery Service operating any vehicle at the Airport). If airport access commences during the annual permit cycle, the Off-Airport Delivery Service Operator shall pay the full amount of the annual fee regardless of the date it seeks to secure the annual permit. The term of the annual permit is for a calendar year. Each Off-Airport Delivery Service Operator paying on an annual basis shall pay the applicable fee in advance.

#### **Compliance**

Failure to comply or to operate without a permit may result in a \$100 fine

# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	Passenger Facility Charge application		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve the resolution 2017-008 authorizing the implementation of a Passenger Facility Charge.		
DISCUSSION:	<p>This outlines the proposed Passenger Facility Charge (PFC) Application 8 for the Grand Junction Regional Airport (GJT) as specified in the FAA PFC regulations. The regulations require airline notification of potential PFC-funded projects 30 to 45 days prior to the PFC consultation meeting. Additionally, the regulations require the Grand Junction Airport Authority (airport operator) to provide PFC program information to the airlines, and that the airlines acknowledge receipt of this notice, in writing, to the Airport Authority. Said PFC is to be imposed and revenue used for the following projects:</p> <ol style="list-style-type: none"><li>1. Passenger boarding bridge – estimated cost \$1,800,000; 100% PFC revenue<ol style="list-style-type: none"><li>a. The addition of a third boarding bridge will reduce the congestion and crowding of the upper boarding area and utilize the lower boarding area. This will create a safer environment for the passengers and allow larger planes to be served by a boarding bridge.</li></ol></li><li>2. Terminal renovations – estimated cost \$8,481,080; 68.5% or \$5,470,297 PFC revenue and \$3,076,744 bond financing<ol style="list-style-type: none"><li>a. Based on the 2016 Update to the BCER Terminal Building Assessment, conducted as part of the on-going Terminal Area Plan Amendment project, the Airport has requested an estimate of the absolute minimum level of renovation necessary to make the terminal building safe and functional for at least the next 10 years. It is important to note that many of the building components and systems have reached or exceeded their useful life and that very few recommendations from the 2011 BCER Assessment have been completed in the last 5 years. Consequently, this minimum level of renovation will also be referred to as the Terminal Survival Recommendations. In other words,</li></ol></li></ol>		

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without completing these recommended renovations, the Airport risks losing its ability to process arriving and departing commercial passengers and thus, risks its survival.

3. Runway 11/29 Design & Development – estimated cost \$518,920; 100% PFC revenue and \$274,281 bond financing.
  - a. The remaining portion (based on the terminal renovations estimate) of the \$9,000,000 bond fund from the 2016 revenue bonds will be used to reimburse the local match.
4. Administrative fees – estimated cost \$50,000; 100% PFC revenue.
  - a. Administrative fees will cover costs such as audit fees and consulting fees that may be incurred as a result of the requested PFC application.

Staff will amend resolution as necessary pending air carrier and public comments. Presentation of PFC projects is scheduled for October 30, 2017.

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FISCAL IMPACT:	Total PFC application \$11,530,025
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ATTACHMENTS:	Notification to air carriers Resolution 2017-008
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STAFF CONTACT:	Ty Minnick <a href="mailto:tminnick@gjairport.com">tminnick@gjairport.com</a> 970-248-8593
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September 26, 2017

TO: All Air Carriers Serving Grand Junction Airport or Collecting Passenger Facility Charges (PFCs) on Behalf of Grand Junction Regional Airport Authority

RE: Notice of Intent to Impose PFC and Use PFC Revenue; Proposed PFC Application 8 for Grand Junction Regional Airport (GJT)

This letter outlines the proposed Passenger Facility Charge (PFC) Application 8 for the Grand Junction Regional Airport (GJT) as specified in the FAA PFC regulations. The regulations require airline notification of potential PFC-funded projects 30 to 45 days prior to the PFC consultation meeting. Additionally, the regulations require the Grand Junction Airport Authority (airport operator) to provide PFC program information to the airlines, and that the airlines acknowledge receipt of this notice, in writing, to the Airport Authority. Said PFC is to be imposed and revenue used for the following projects:

Project	Total Cost (Excl. Financing)	PFC Eligible		Financing	Total PFC
		Percent	Cost		
Passenger Boarding Bridge	\$1,800,000	100.00%	\$1,800,000	\$0	\$1,800,000
Terminal Renovations	8,481,080	68.50%	5,809,540	3,076,744	8,886,284
Runway 11/29 Design & Development	518,920	100.00%	518,920	274,821	793,741
PFC Administration Fees	50,000	100.00%	50,000	0	50,000
<b>Total</b>	<b>\$10,850,000</b>		<b>\$8,178,460</b>	<b>\$3,351,565</b>	<b>\$11,530,025</b>

Summary:

Proposed PFC to be collected (continuing from previous PFC application) \_\_\_\_\_ \$4.50 per passenger  
Proposed PFC charge effective date \_\_\_\_\_ February 1, 2018  
Estimated PFC charge expiration date \_\_\_\_\_ December 1, 2036

In accordance with Federal Aviation Regulations 49 CFR Part 158.23 Passenger Facility Charges, the Grand Junction Regional Airport Authority will hold a consultation meeting with air carriers on Monday, October 30, 2017 at 10:00 a.m. local time, regarding the proposed PFC Application 8. The meeting will be held in the 3<sup>rd</sup> Floor Conference Room located in the Terminal Building, 2828 Walker Field Drive, Grand Junction, Colorado 81506.

If you have any questions regarding this proposal prior to the Airport Authority's presentation, please contact me at 970-248-8593. Thank you for your assistance.

Sincerely,

Ty Minnick  
Finance Manager

cc: Jesse Lyman, FAA  
Mark Achen, GJT

**Resolution No. 2017-008: Application for Passenger Facility Charges**

**A RESOLUTION AUTHORIZING IMPLEMENTATION OF A PASSENGER FACILITY CHARGE  
FOR GRAND JUNCTION REGIONAL AIRPORT**

WHEREAS, the Grand Junction Regional Airport Authority operates, maintains and develops the Airport with federal grants, passenger facility charges, state funds, and user fees; and

WHEREAS, a Passenger Facility Charge (PFC) is a user fee authorized by federal law and is imposed only on eligible enplaned passengers utilizing the Airport; and

WHEREAS, the Grand Junction Regional Airport Authority has in the past used PFCs to fund capital projects; and

WHEREAS, the funds generated by adopting and collecting a PFC are needed to accomplish projects designed to enhance capacity, safety, and development of the Grand Junction Regional Airport;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Grand Junction Regional Airport Authority that the Executive Director is authorized to file a new application with the Federal Aviation Administration (FAA) for the expenditure of revenues from the PFCs at the Grand Junction Regional Airport for an additional passenger boarding bridge, terminal renovations and runway 11/29 design & development in accordance with the assurances and understandings contained in the application. Airport Authority staff will submit the application only after opportunity for review and comments by airlines and the public.

ADOPTED THIS 17<sup>TH</sup> day of October, 2017

BY:

ATTEST:

\_\_\_\_\_  
Rick Taggart, Chairman

\_\_\_\_\_  
Victoria Hightower, Clerk

Board Members Voting Aye:

Board Members Voting Nay:

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## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Ground Lease application: McClymond Aviation, LLC		
PURPOSE:	Information <input checked="" type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board approve the application from McClymond Aviation, LLC and allow him no later than December 19, 2017 to present his plans to the board for approval for the undeveloped parcel.		
LAST ACTION:	N/A		
DISCUSSION:	There is a piece of undeveloped land in the GA area between Michael Ferris hangar and Plane Storage, LLC. Tyler McClymond of McClymond Aviation, LLS has submitted a ground lease application to start the process of building a hangar on that piece of property. If the board approves the application, Mr. McClymond would have until December 19, 2017 to have the area surveyed for the exact square footage, and plans/improvements for his intentions of the land in accordance with the GJT design Guidelines, which would then be presented to the board.		
ATTACHMENTS:	1. Ground Lease Application: McClymond Aviation, LLC 2. Arial view of undeveloped land.		
STAFFCONTACT:	Chance Ballegeer Airport Security Coordinator/Property Management Cell: 970.712.0969 Office: 970.248.8586 Email: <a href="mailto:cballegeer@gjairport.com">cballegeer@gjairport.com</a>		



Grand Junction Regional Airport  
800 Eagle Drive  
Grand Junction, Colorado 81506  
(970) 248-8586 Fax (970) 241-9103



### GROUND LEASE APPLICATION

APPLICANT INFORMATION	
Name and mailing address of applicant: Name: <u>McGlymond Aviation, LLC</u>	Name and mailing address to appear on Lease: Name: <u>McGlymond Aviation, LLC</u>
Address: <u>2553 Westwood Drive</u> <u>Grand Junction, Co. 81505</u>	Address: <u>2553 Westwood Drive</u> <u>Grand Junction, Co. 81505</u>
Contact Person: <u>Tyler L. McGlymond</u> Telephone: <u>575 770-7670</u> Fax No: _____ E-mail: <u>tyler@mcglymondaviation.com</u>	Incorporated? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Where? _____ When? _____ Registered in Colorado? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

PREMISES, TERM, IMPROVEMENTS AND USES REQUESTED	
Premises: Description of property requested: Block: <u>Aviators Way</u> Lot: <u>Unimproved Parcel</u>	Commercial or non-commercial use requested? <u>Commercial</u> If requested use is commercial, describe proposed use: <u>Aircraft Maintenance &amp; Repair, Aircraft Parking/Tie Down</u>
Desired beginning date: <u>October 2017</u> Term requested: <u>Full Lease</u>	Will premises be used for aeronautical purposes only? <u>Yes</u>

IMPROVEMENTS	
Please attach a site plan, drawn to scale, showing all dimensions. Site plan attached <input type="checkbox"/>	
Describe proposed improvements: (i.e. hangar, hangar with office, nested tee hangar development, etc.) <u>Hanger With Office Space, Outside Tie Down (Possibly Covered)</u>	
Estimated total value of proposed improvements when completed: \$ _____ Proposed construction dates: Beginning _____ Ending _____	

AIRCRAFT					
Enter the registration number(s) of all aircraft that will be based on the premises.					
	Under 6,500#	6,500 - 12,500#	12,500 - 25,000#	25,000 - 100,000#	100,000# & over
Fixed Wing					
Rotary Wing					

BEFORE SUBMITTING THIS APPLICATION, HAVE YOU:	
Provided all the required information? <input type="checkbox"/>	Signature: <u>Tyler L. McGlymond</u>
Attached a site plan? <input type="checkbox"/>	Print name: <u>Tyler L. McGlymond</u>
Signed the application? <input type="checkbox"/>	Title: <u>A&amp;P/IA Mechanic</u> Date: <u>09/19/2017</u>
Complied with ground lease insurance requirements? <input type="checkbox"/>	
Notes: The Airport reserves the right to return incomplete applications or require additional information	

FOR OFFICE USE ONLY	
Application complete: <input type="checkbox"/>	Date Received: _____ Application # _____

If required, applicant may attach additional sheets to provide further information.







## SEPTEMBER 2017 PERFORMANCE

### **FINANCIAL RESULTS**

**Assets** – Cash and accounts receivable combined are consistent with prior year. The increase in accounts receivable is a result of payments due from FAA for AIP projects 52 and 54 for a total of approximately \$800,000. Both projects have been submitted for reimbursement.

**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. The increase is consistent with the increase in year-to-date enplanement. The detail air service information is provided in the Activity Update of the board packet.

**Non-Aeronautical Revenue** – Parking and rental cars remain strong to bring total operating revenue for 2018 to \$4,731,000 versus \$4,576,000 for 2017, approximately \$155,000 ahead of prior year.

**Operating Expense** – The total operating expense is \$215,000 ahead of budget and \$157,000 ahead of prior year. The majority of the variance is effected by the cost savings from legal fees incurred in 2016. Resulting in an operating gain of \$1,859,000 year-to-date versus \$1,548,000 prior year.

Grand Junction Regional Airport Authority  
Statements of Changes in Net Position  
Unaudited - subject to change

	YEAR TO DATE			MONTH		
	Actual 9/30/2017	Budget 9/30/2017	Actual 9/30/2016	Actual 9/30/2017	Budget 9/30/2017	Actual 9/30/2016
Operating revenue						
Aeronautical revenue						
Passenger airline revenue						
Passenger airline landing fees	402,654	364,000	384,611	40,972	43,600	43,351
Terminal rent	889,894	886,500	886,383	98,487	98,500	98,487
Other (boarding bridge)	67,900	52,000	60,575	6,450	5,000	5,575
Total passenger airline revenue	1,360,448	1,302,500	1,331,569	145,909	147,100	147,413
Non-passenger airline revenue						
Landing fees from cargo	110,295	69,200	80,179	16,430	7,200	9,411
Cargo and hangar rentals	38,312	37,800	37,973	4,287	4,200	4,219
Fuel tax & flowage fees	482,982	552,700	511,806	59,384	64,300	62,441
Other (ramp parking, rapid refuel)	1,410	9,000	3,270	330	1,000	180
Total non-passenger airline revenue	632,999	668,700	633,228	80,431	76,700	76,252
Total aeronautical revenue	1,993,447	1,971,200	1,964,797	226,340	223,800	223,664
Non-aeronautical revenue						
Land and building leases	430,883	431,400	429,222	45,010	45,700	45,283
Terminal - restaurant & retail	92,931	62,100	63,261	10,367	6,900	10,560
Terminal - other	191,663	143,100	181,099	21,296	15,900	20,122
Rental cars	899,208	899,000	859,451	115,459	114,800	115,632
Parking and ground transportation	1,057,712	1,030,800	1,020,134	123,002	115,900	120,485
Other (security fee, overtime fee, etc)	65,389	55,800	58,343	5,817	6,200	5,521
Total non-aeronautical revenue	2,737,786	2,622,200	2,611,510	320,951	305,400	317,602
Total operating revenues	4,731,233	4,593,400	4,576,307	547,291	529,200	541,267
Operating expenses						
Personnel compensation and benefits	1,480,716	1,560,225	1,357,215	162,011	165,962	141,187
Communications and utilities	224,866	237,889	219,626	25,938	26,614	25,513
Supplies and materials	320,424	333,826	306,329	43,942	40,530	50,265
Contract services	405,457	480,094	722,668	30,708	47,641	47,854
Repairs & maintenance	177,827	208,074	294,037	19,110	24,115	27,301
Insurance	69,964	69,582	68,164	7,993	7,898	7,598
Other (travel, marketing, air service, etc)	192,583	196,304	60,203	35,884	21,833	13,753
Total operating expenses	2,871,837	3,085,994	3,028,242	325,587	334,593	313,471
Operating gain (loss)	1,859,396	1,507,406	1,548,065	221,704	194,607	227,795
Non-operating revenues (expenses)						
Passenger facility charges	654,860	666,000	704,420	71,256	80,000	81,347
Interest income	69,541	14,400	20,709	10,105	1,600	2,396
Interest expense	(669,431)	(669,430)	(528,241)	(73,918)	(73,918)	(58,239)
Customer facility charges	510,439	425,000	502,579	65,496	51,000	71,992
Capital contributions	1,870,750	1,865,172	1,305,840	796,163	800,000	524,456
Capital expenditure	(2,108,833)	(2,263,944)	(1,767,082)	(902,067)	(964,000)	(559,884)
Debt principal payments	(325,712)	(325,712)	(316,112)	-	-	-
Other (DOJ, Liq Damages)	(151,910)	-	-	-	-	-
Total non-operating revenue	(150,296)	(288,514)	(77,887)	(32,965)	(105,318)	62,069
Excess of revenues over (under) expense	1,709,100	1,218,892	1,470,178	188,739	89,289	289,864

Grand Junction Regional Airport Authority  
Statements of Net Position  
Unaudited - subject to change

	9/30/2017	12/31/2016
Current assets		
Cash and cash equivalents	8,047,899	8,302,897
Accounts receivable & prepaid expense	1,332,105	526,874
Total current assets	9,380,004	8,829,771
Restricted assets		
Bond project & restricted cash	12,144,904	11,437,126
Pension deferred outflow	850,586	850,586
Capital assets, net	58,240,193	58,240,193
Total non-current assets	71,235,683	70,527,905
Total assets	80,615,687	79,357,676
Current liabilities		
Accounts payable & accrued expenses	1,330,470	1,781,561
Current portion of note payable	435,932	435,932
Current portion of bonds payable	836,791	836,791
Total current liabilities	2,603,193	3,054,284
Non-current liabilities		
Net pension liability	2,837,459	2,837,459
Pension deferred inflow	74,342	74,342
Note payable, net of current portion	678,832	678,832
Bonds payable, net of current portion	20,832,478	20,832,478
Total non-current liabilities	24,423,111	24,423,111
Total liabilities	27,026,304	27,477,395
Net position		
Net investment in capital assets	35,456,160	35,456,160
Restricted for debt service and capital assets	11,451,316	10,748,391
Unrestricted	6,681,907	5,675,730
Total net position	53,589,383	51,880,281
Total liabilities and net position	80,615,687	79,357,676

GRAND JUNCTION REGIONAL AIRPORT ACTIVITY REPORT

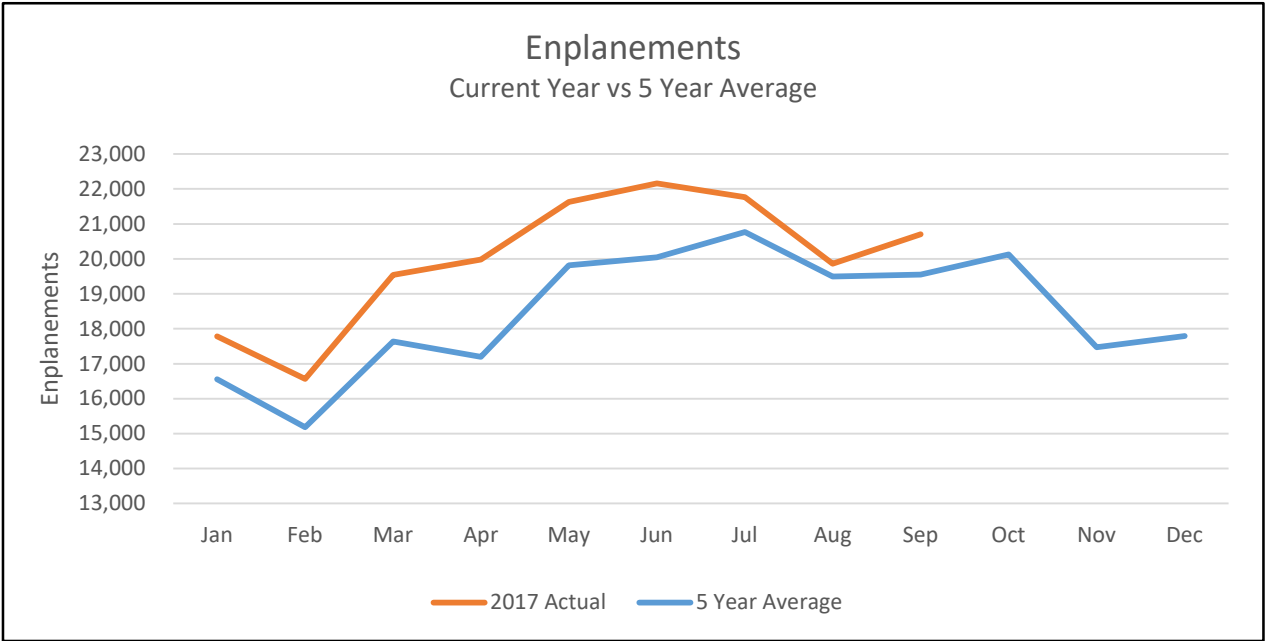
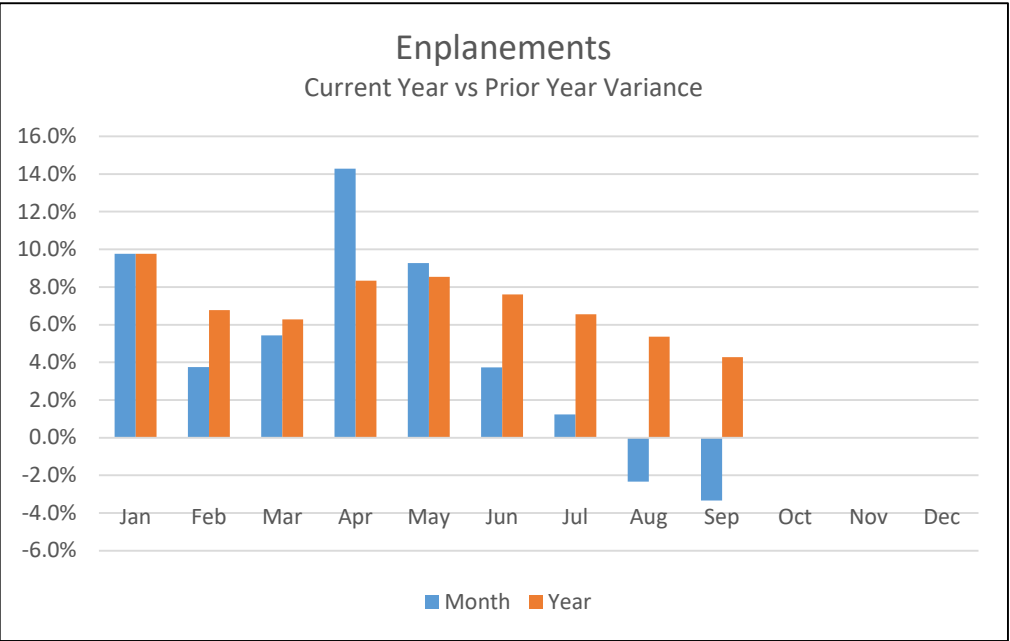
Report Date: September 30, 2017  
PY Comparison Date: September 30, 2016

PASSENGER ENPLANEMENTS:	September, 2017 CURRENT MONTH			YEAR-TO-DATE		
	2016	2017	PERCENT CHANGE	2016	2017	PERCENT CHANGE
	8,910	9,075	1.85%	72,412	77,882	7.55%
AMERICAN (TOTAL)	1,250	991	-20.72%	13,606	13,555	-0.37%
ALLEGiant (TOTAL)	7,113	6,202	-12.81%	50,884	49,434	-2.85%
UNITED (TOTAL)	3,571	3,828	7.20%	29,671	32,426	9.29%
DELTA (TOTAL)	527	606	14.99%	5,406	5,640	4.33%
DENVER AIR CONNECTION (TOTAL)	-	-	N/A	-	864	N/A
SWIFT AIR (TOTAL)	44	-	-100.00%	-	80	N/A
SunCountry Charter	21,415	20,702	-3.33%	172,207	179,881	4.46%
TOTAL ENPLANEMENTS	26,990	24,702	-8.48%	227,737	228,986	0.55%
TOTAL SEAT CAPACITY	2016	2017	CHANGE	2016	2017	CHANGE
PASSENGER DEPLANEMENTS:	8,549	8,914	4.27%	72,031	76,987	6.88%
AMERICAN (TOTAL)	1,151	978	-15.03%	13,475	13,182	-2.17%
ALLEGiant	3,280	5,967	81.92%	32,902	52,205	58.67%
UNITED (TOTAL)	3,622	3,795	4.78%	29,897	32,535	8.82%
DELTA (TOTAL)	-	491	N/A	-	5,063	N/A
DENVER AIR CONNECTION (TOTAL)	-	-	N/A	-	718	N/A
SWIFT AIR (TOTAL)	-	-	N/A	-	80	N/A
SunCountry Charter	16,602	20,145	21.34%	148,511	180,770	21.72%
TOTAL DEPLANEMENTS						
**2016 Deplanement data is incomplete**	38,017	40,847	7.44%	320,718	360,651	12.45%
TOTAL PASSENGERS	CURRENT MONTH			YEAR-TO-DATE		
			CHANGE IN			CHANGE IN
LOAD FACTOR:(OUTBOUND ONLY)	77.84%	82.95%	5.11%	74.15%	82.78%	8.63%
AMERICAN (TOTAL)	68.46%	74.62%	6.17%	83.64%	81.26%	-2.38%
ALLEGiant	83.78%	90.33%	6.55%	73.75%	76.12%	2.36%
UNITED (TOTAL)	84.02%	91.14%	7.12%	80.63%	79.00%	-1.63%
DELTA (TOTAL)	53.89%	44.30%	-9.59%	67.44%	46.12%	-21.32%
DENVER AIR CONNECTION (TOTAL)	79.34%	83.81%	4.46%	75.62%	78.56%	2.94%
GJT TOTAL						

September 30, 2017

AIR FREIGHT ON (LBS):	CURRENT MONTH			YEAR-TO-DATE		
	2016	2017	PERCENT CHANGE	2016	2017	PERCENT CHANGE
	1,335	369	-72.36%	9,148	7,359	-19.56%
American	272,728	263,684	-3.32%	2,461,510	2,604,684	5.82%
FedEx	30,298	31,625	4.38%	-	324,318	N/A
KEY LIME AIR	-	1,689	N/A	-	7,712	N/A
United	-	563	N/A	-	1,753	N/A
Delta	304,361	297,930	-2.11%	2,740,657	2,945,826	7.49%
TOTAL FREIGHT ON						
AIR FREIGHT OFF (LBS):	384	450	17.19%	4,144	6,890	66.26%
AMERICAN	508,750	382,304	-24.85%	4,586,752	4,347,745	-5.21%
FedEx	59,280	67,062	13.13%	-	604,850	N/A
KEY LIME AIR	-	618	N/A	-	2,750	N/A
United	-	183	N/A	-	2,796	N/A
Delta	568,414	450,617	-20.72%	5,129,207	4,965,031	-3.20%
TOTAL FREIGHT OFF	872,775	748,547	-14.23%	7,869,864	7,910,857	0.52%
TOTAL AIR FREIGHT						

# Enplanements and Activity Report

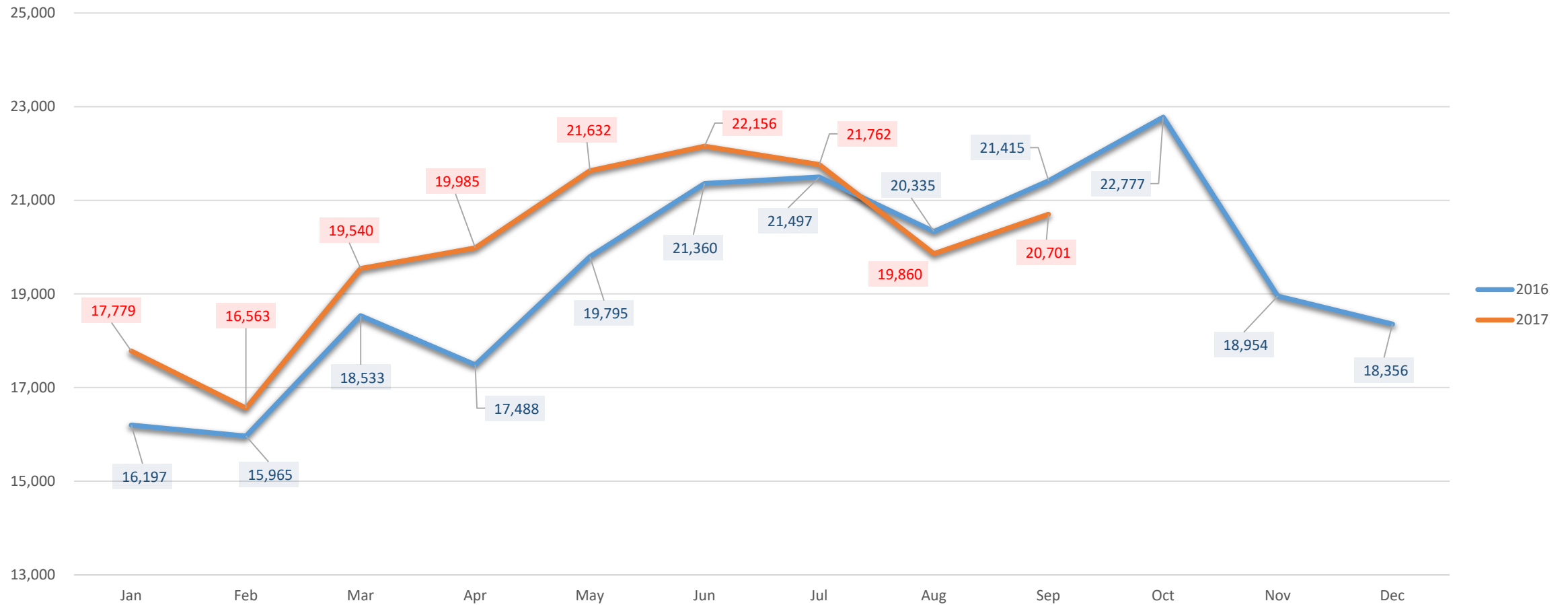


			Variance	
	2016	2017	Passengers	Percent
September	21,415	20,701	(213)	-1.0%
YTD	172,585	180,479	7,894	4.6%

			Variance	
	5 Year Avg	2017	Passengers	Percent
September	19,552	20,701	1,650	8.4%
YTD	166,246	180,479	14,233	8.6%

# Enplanements and Activity Report

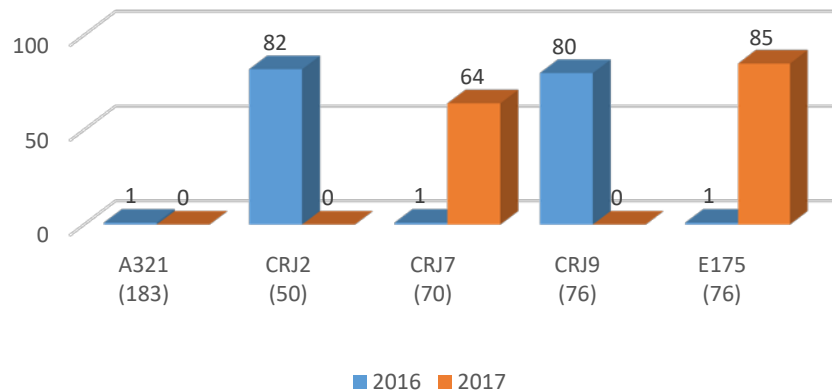
Enplanements  
2016 vs 2017



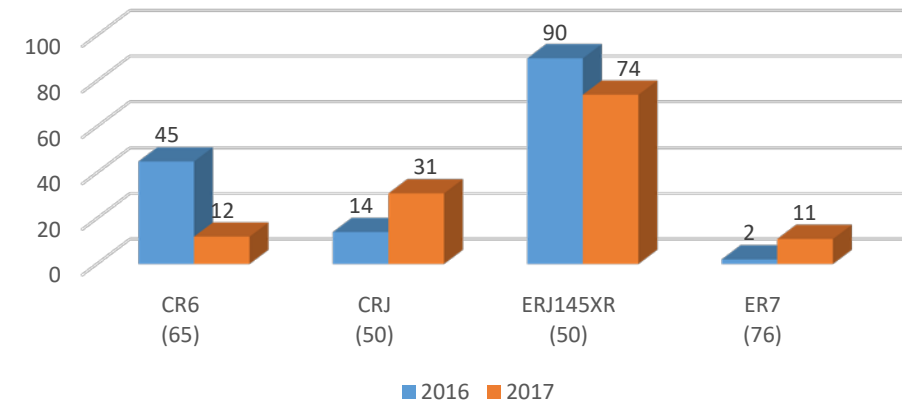
# Aircraft Changes – September 2016 vs 2017

Landings only

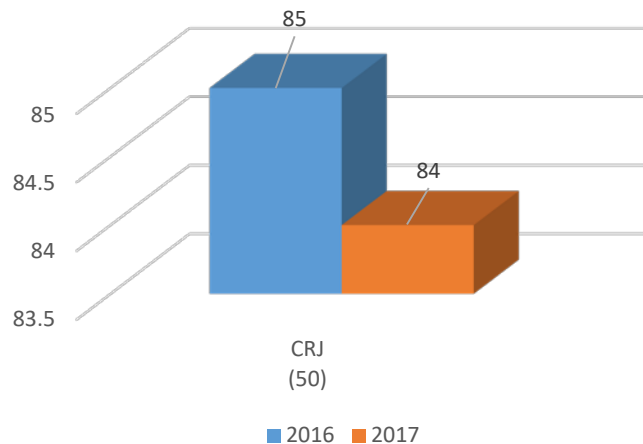
## American Airlines



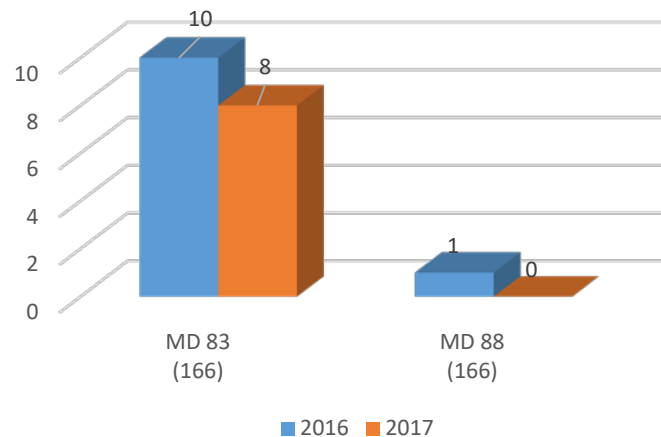
## United Airlines



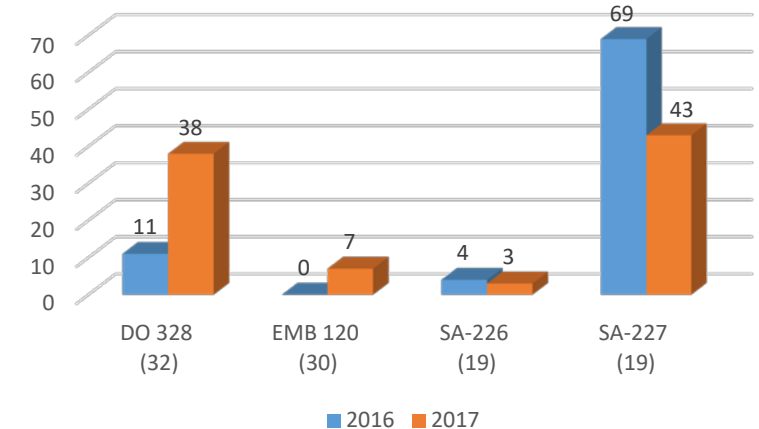
## Delta Airlines



## Allegiant Air



## Denver Air Connection



## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Projects Update		
PURPOSE:	Information <input checked="" type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input type="checkbox"/>
RECOMMENDATION:	N/A		
LAST ACTION:	N/A		
DISCUSSION:	Item to provide monthly project status update.		
FISCAL IMPACT:	N/A		
ATTACHMENTS:	Project Update		
STAFF CONTACT:	Eric Trinklein <a href="mailto:etrinklein@gjairport.com">etrinklein@gjairport.com</a> Office: 970-248-8597		





[www.GarverUSA.com](http://www.GarverUSA.com)

## **GRAND JUNCTION REGIONAL AIRPORT**

### **ENGINEER'S MONTHLY PROJECT UPDATE**

Updated: October 6, 2017

#### **East Terminal Air Carrier Apron (AIP 54)**

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). Garver is providing construction administration services for the project. Interstate Highway Construction is the construction contractor.

Per Interstate Highway Construction's (IHC) request, construction was suspended August 22, 2017 for IHC to develop and test new concrete mix designs, internally review, and submit new concrete mix designs. IHC submitted new concrete mix designs on September 29, 2017 and Garver is currently reviewing those new concrete mix designs. IHC resumed construction on October 3, 2017, working on Phases 3 & 4 concurrently. Phase 3 & 4 were combined in an effort to have all commercial aircraft parking spots open by Thanksgiving.

Phase 1 & 2 concrete pavement has been completed but not accepted. The construction contract includes FAA specifications that require flexural strength of 650 psi on the 28th day following placement and prescribe acceptance and payment criteria. 28-day flexural test results for all concrete placed in Phases 1 & 2 were below the acceptance criteria. Status of this issue is unchanged, since Garver and IHC have focused on critical path items: 1) approval of a new concrete mix design and 2) coordination to resume construction. We will have more to report on this issue next month.



1743 Wazee Street, Suite 400  
Denver, Colorado 80202  
303-825-8844  
meadhunt.com

October 6, 2017

Eric Trinklein, PE  
Grand Junction Regional Airport  
2828 Walker Field Drive  
Grand Junction, CO 81506  
Subject: Terminal and Runway 11/29 Replacement project updates

Dear Eric:

Attached please find the status of our various major efforts supporting the Grand Junction Regional Airport. Thank you for the opportunity to serve the Grand Junction community.

### **Terminal Area Plan Amendment**

Brief Description: Reassessed terminal building and developed amendment to 2012 Terminal Area Plan that includes an interim terminal renovation phase.

Project Budget: \$169,935

Schedule: The financial analysis portion of the report is being finalized this week. Once this report is finished and submitted, the project will be complete.

### **Customs & Border Patrol (CPB) GAF**

Brief Description: Project provides architectural recommendations for GJT to pursue a Customs and Border Patrol Facility. Mead & Hunt recently provided proposed construction scope for GJT to meet with CBP. Airport will meet with CBP. Upon CBP concurrence, M&H will then prepare a budget recommendation.

Project Budget: To be determined.

Schedule: To be determined.

## **Gate 1 Passenger Boarding Bridge**

Brief Description: Project adds a new passenger boarding bridge and fixed walkway at Gate 1 of the existing Terminal. Mead & Hunt is currently under contract to complete design documents to be ready for bidding.

Project Budget: \$1.8 Million

Schedule:      Design Complete: November 13, 2017  
                    Construction Complete: August 13, 2018 (est)

## **Passenger Terminal Renovations**

Brief Description: Project includes repair and replacement of the existing HVAC system, selected life safety upgrades, roof replacement, escalator replacement, and electrical upgrades. Repairs are scheduled to extend the facility's key systems for up to ten years. Mead & Hunt is currently under contract to complete design documents to be ready for bidding. Concept design is underway with the next review with the airport planned for approximately November 3, 2017.

Project Budget: \$8.5 Million

Schedule:      Design Complete: July 13, 2018  
                    Construction Complete: May 3, 2019 (est)

October 6, 2017

Page 3

## **Runway 11/29 Replacement Program**

Brief Description: This multiyear program intends to relocate Runway 11/29 approximately 600' north of the existing runway, including taxiways, drainage and eventual conversion of existing Runway 11/29 into a parallel taxiway. Current year efforts include overall 60% design, land acquisition, permitting and two construction packages consisting of relocating 27 ¼ Rd and relocating an FAA Remote Transmitter Receiver building and antennas.

Project Budget: \$80,000,000-120,000,000

Schedule: Design Complete: January 23, 2018 - 30% Overall Design

January 26, 2018 - Runway Transmitting Receiver package

January 24, 2018 – 27 ¼ Road package

September 18, 2018 - 60% Overall Design

2018 Construction Complete: Fall 2018 (est)

If you have any questions or require additional information, please contact me.

Sincerely,

MEAD & HUNT, Inc.

M&H Architecture, Inc.

P. Scott Cary PE

Program Manager

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Mead & Hunt Pay Request Runway Design		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board approve the payment of Mead & Hunt Invoice No. 272427, in the amount of \$379,700.07.		
LAST ACTION:			
DISCUSSION:	This invoice is the progress billing for work completed on the Replacement Runway Design.  Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.		
FISCAL IMPACT:	FAA - \$341,730.06 (90%) State - \$18,985.00 (5%) Local - \$18,985.01 (5%)		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 272427 Compliance Matrix Meeting Summary		
STAFFCONTACT:	Eric Trinklein <a href="mailto:etrinklein@gairport.com">etrinklein@gairport.com</a> Office: 970-248-8597		



Remit payment to:  
Mead & Hunt | Accounts Receivable  
2440 Deming Way | Middleton, WI 53562-1562  
1-888-364-7272 | AccountsReceivable@meadhunt.com

## Invoice

September 13, 2017

Project No: R2331300-170312.02

Invoice No: 272427

Grand Junction Regional Airport  
2828 Walker Field Drive, Suite 301  
Grand Junction, Colorado 81506

Project R2331300- GJT Runway 2017  
170312.02

5/16/17 Task Order No. 1

### Professional Services from August 1, 2017 to August 31, 2017

Phase 000000 Lump Sum

#### Fee

Phase	Fee	Percent Complete	Earned	Current
Scope Development	74,260.00	100.00	74,260.00	0.00
Program Validation	77,491.50	80.00	61,993.20	38,745.75
Program Management	867,334.30	20.00	173,466.86	60,713.40
Pre-Design Elements - Runway Relocation	594,172.14	60.00	356,503.28	207,960.24
Design Overall Runway Relocation 30%	881,153.15	2.00	17,623.06	17,623.06
Remote Transmitter Receiver Grading Pack	175,482.80	2.00	3,509.66	3,509.66
27 1/4 Road Relocation Design	656,803.50	5.00	32,840.18	32,840.18
Design Overall Runway Relocation 60%	640,386.15	0.00	0.00	0.00
Total Fee	3,967,083.54		720,196.24	361,392.29
		Previous Fee Billing	358,803.95	
<b>Total</b>				<b>361,392.29</b>
		<b>Total this Phase</b>		<b>\$361,392.29</b>

Phase 000103 Grant Administration

The 49 CFR Part 26 Program was drafted and submitted to the client for review and comment in August. The client has provided comments and currently waiting for their signature on the revised Policy Statement. Once we have the signed Policy Statement the program will be uploaded to the DBE Connect system for FAA administrative approval. Coordinating information needed for 49CFR Part 23 for upcoming reporting.

#### Professional Personnel

	Hours	Rate	Amount
Design/Const Manager	6.50	180.00	1,170.00
Totals	6.50		1,170.00
<b>Total Labor</b>			<b>1,170.00</b>

Project	R2331300-170312.02	GJT Runway 2017	Invoice	272427
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**Total this Phase \$1,170.00**

Phase 000104 Land Acquisition  
BLM/FAA coordination performed facilitating land transfer.

**Professional Personnel**

	Hours	Rate	Amount	
Design/Const Manager	4.50	180.00	810.00	
Engineer II	9.00	130.00	1,170.00	
Totals	13.50		1,980.00	
<b>Total Labor</b>				<b>1,980.00</b>
<b>Total this Phase</b>				<b>\$1,980.00</b>

Phase 000107 Permitting and Agency Coordination

During this timeframe meetings were held with COE, the wetland delineation was reevaluated at the request of the COE and a new jurisdictional determination was written for COE review. This will refine the limits of wetland impacts required for permitting. Ongoing correspondence continues with the Bureau of Land Management checking on status of environmental determinations and land transfer application processing.

**Professional Personnel**

	Hours	Rate	Amount	
Design/Const Manager	11.00	180.00	1,980.00	
Totals	11.00		1,980.00	
<b>Total Labor</b>				<b>1,980.00</b>

**Consultants**

Consultants				
8/28/2017	River City Consultants, Inc.		12,940.00	
<b>Total Consultants</b>			<b>12,940.00</b>	<b>12,940.00</b>

**Reimbursable Expenses**

Travel		90.65	
Employee Vehicle Mileage		147.13	
<b>Total Reimbursables</b>		<b>237.78</b>	<b>237.78</b>

**Total this Phase \$15,157.78**

**Total this invoice \$379,700.07**

**Outstanding Invoices**

Number	Date	Balance
271507	8/7/2017	309,142.94
<b>Total</b>		<b>309,142.94</b>

# Billing Backup

Wednesday, September 13, 2017

Mead and Hunt, Inc.

Invoice 272427 Dated 9/13/2017

11:20:27 AM

Project	R2331300-170312.02	GJT Runway 2017
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Phase	000103	Grant Administration
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## Professional Personnel

		Hours	Rate	Amount
Design/Const Manager				
Senior Project Engineer				
40 - Page, Bryan	8/1/2017	1.00	180.00	180.00
40 - Page, Bryan	8/7/2017	1.00	180.00	180.00
40 - Page, Bryan	8/9/2017	1.00	180.00	180.00
40 - Page, Bryan	8/10/2017	.50	180.00	90.00
40 - Page, Bryan	8/22/2017	.50	180.00	90.00
40 - Page, Bryan	8/25/2017	1.00	180.00	180.00
40 - Page, Bryan	8/28/2017	1.00	180.00	180.00
40 - Page, Bryan	8/31/2017	.50	180.00	90.00
Totals		6.50		1,170.00
<b>Total Labor</b>				<b>1,170.00</b>
<b>Total this Phase</b>				<b>\$1,170.00</b>

Phase	000104	Land Acquisition
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## Professional Personnel

		Hours	Rate	Amount
Design/Const Manager				
Planner III				
0 - Hayes, Ryan	8/1/2017	1.00	180.00	180.00
0 - Hayes, Ryan	8/3/2017	1.00	180.00	180.00
0 - Hayes, Ryan	8/4/2017	1.00	180.00	180.00
0 - Hayes, Ryan	8/9/2017	1.00	180.00	180.00
0 - Hayes, Ryan	8/21/2017	.50	180.00	90.00
Engineer II				
Engineer III				
0 - Easterlin, Jared	8/24/2017	4.00	130.00	520.00
0 - Easterlin, Jared	8/30/2017	3.00	130.00	390.00
0 - Easterlin, Jared	8/31/2017	2.00	130.00	260.00
Totals		13.50		1,980.00
<b>Total Labor</b>				<b>1,980.00</b>
<b>Total this Phase</b>				<b>\$1,980.00</b>

Phase	000107	Permitting and Agency Coordination
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Project	R2331300-170312.02	GJT Runway 2017	Invoice	272427
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# Professional Personnel

			Hours	Rate	Amount	
Design/Const Manager						
Project Engineer						
50 - Nichols, Karolynne	8/23/2017		.50	180.00	90.00	
Planner III						
0 - Hayes, Ryan	8/1/2017		1.00	180.00	180.00	
0 - Hayes, Ryan	8/7/2017		2.00	180.00	360.00	
0 - Hayes, Ryan	8/8/2017		3.00	180.00	540.00	
0 - Hayes, Ryan	8/9/2017		2.00	180.00	360.00	
0 - Hayes, Ryan	8/15/2017		.50	180.00	90.00	
0 - Hayes, Ryan	8/22/2017		1.00	180.00	180.00	
0 - Hayes, Ryan	8/23/2017		1.00	180.00	180.00	
Totals			11.00		1,980.00	
<b>Total Labor</b>						<b>1,980.00</b>

# Consultants

Consultants						
AP 191809	8/28/2017	River City Consultants, Inc. / Invoice: 19689, 8/22/2017			12,940.00	
<b>Total Consultants</b>					<b>12,940.00</b>	<b>12,940.00</b>

# Reimbursable Expenses

Travel						
0071606	8/7/2017	Hayes, Ryan			61.38	
0071606	8/7/2017	Hayes, Ryan			4.83	
0071606	8/7/2017	Hayes, Ryan			7.58	
0071606	8/9/2017	Hayes, Ryan			8.32	
0071606	8/10/2017	Hayes, Ryan			8.54	
Employee Vehicle Mileage						
0071606	8/10/2017	Hayes, Ryan			147.13	
<b>Total Reimbursables</b>					<b>237.78</b>	<b>237.78</b>

**Total this Phase \$15,157.78**

**Total this Project \$18,307.78**

**Total this Report \$18,307.78**

## Compliance Checklist



PROJECT: GJT Grand Junction Airport Runway Design

MANAGER: Scott Cary

PREPARED BY: Jenny Lott

DATE: 9/20/2017

FOR MONTH OF: AUGUST 2017

TASK 100 SCOPE DEVELOPMENT		PROGRESS	DELIVERABLE	COMMENTS
<i>Lump Sum</i>				
	Scope of Services Detailed Outline	Complete		
	Scope of Services	Complete		
	Fee Estimate	Complete		
	Schedule	Complete		
	Blank Spreadsheet for Independent Fee Estimate in MS Excel	Complete		
	Final Scope of Services, Fee Estimate, Negotiations, and Schedule	Complete		

TASK 101 PROGRAM VALIDATION		PROGRESS	DELIVERABLE	COMMENTS
<i>Lump Sum</i>				
	Review Airfield per FAA AC 150/5300-13A Change 1 for Optimization	In Progress		
	<i>High Speed Connectors</i>	Draft Complete		
	<i>Total Number / Location of Connectors</i>	Draft Complete		
	<i>Overlapping RSA Adjustments</i>	Draft Complete		
	<i>Road / RPZ Considerations</i>	In review		FAA Coordination ongoing
	Confirm Aircraft Fleet Mix	In Progress		
	Confirm Airport Design Goals	Draft Complete		
	Discuss Potential Trends in NAVAIDS	In progress		
	Evaluate Potential Global Cost Savings Alternatives	Draft Complete		Verbal discussion with FAA/Airport have informed design
	Update Cost Estimate per EA Quantity Development and Current Phasing	In progress		

TASK 102 PROGRAM MANAGEMENT		PROGRESS	DELIVERABLE	COMMENTS
<i>Lump Sum</i>				
	Monthly	Ongoing		4 of 15 months complete

TASK 103 GRANT ADMINISTRATION		PROGRESS	DELIVERABLE	COMMENTS
<i>Time and Expense</i>				
	Update 3-year DBE program and goals	In progress		Detail provided
	Prepare monthly FAA Requests for Reimbursement for each grant including Form 271 and Invoice spreadsheet			
	Land acquisition documentation for land transactions			
	Assist GJT to prepare submittal of annual FAA 271, 425 and DBE reports			
	Quarterly progress reports			
	Assist with Federal, State and Local Audits of the 2017/2018 grants			
	Grant applications			
	FAA grant administration forms	In progress		
	Grant closeout report			

## Compliance Checklist



PROJECT: GJT Grand Junction Airport Runway Design

MANAGER: Scott Cary

PREPARED BY: Jenny Lott

DATE: 9/20/2017

FOR MONTH OF: AUGUST 2017

	PROGRESS	DELIVERABLE	COMMENTS
<b>TASK 104 LAND ACQUISITION AND COORDINATION</b>			
<i>Time and Expense</i>			
<b>104.1 BLM Land Transfer</b>			
The Consultant will develop a Land Transfer Schedule and update it monthly (eight (8) total updates)	In progress	Yes	2 of 8 complete
Completed applications with all FAA and BLM comments addressed.	In progress		One planned. Two required. 1 of 2 complete
BLM patent for land transfer.			
Updated Exhibit "A" Property Map			
<b>104.2 BLM Right of Way (ROW) Grants</b>			
Completed Standard Form 299	Complete		
Provision of project descriptions and area maps.	Complete		
Provision of necessary technical and financial capabilities.	Complete		
References to EA land transfer alternatives as necessary.	Complete		
Provide the statement of need, including the economic feasibility statements.	Complete		
Provide information on drainage structure use, dimension and construction impacts.	In progress		
Assistance with agreements on regular maintenance of detention ponds.			
<b>104.3 BLM Recreational Land Mitigation Assistance and Coordination</b>			
Completed and signed MOA for mitigation.	In progress	Yes	At airport for execution
Facilitate GJT payment of \$250,000 to BLM for design/construction of staging area per MOA.	In progress		Awaiting MOA
Coordinate access to public lands during runway and road construction.			
<b>104.4 Irrigation District Construction Easement/Water Source Coordination</b>			
Approved construction easements	In progress		Long term action item
Proposed method for obtaining construction water	In progress		Long term action item
<b>104.5 Other Easements as Required</b>			
<b>104.6 Land Rights Survey</b>			
Base drawings	In progress		Draft final complete
Easement and Right of Way Exhibits	In progress		ROW vacation and utility investigations in progress.

## Compliance Checklist



PROJECT: GJT Grand Junction Airport Runway Design

MANAGER: Scott Cary

PREPARED BY: Jenny Lott

DATE: 9/20/2017

FOR MONTH OF: AUGUST 2017

	PROGRESS	DELIVERABLE	COMMENTS
<b>TASK 105 PRE-DESIGN ELEMENTS - RUNWAY RELOCATION</b>			
<i>Lump Sum</i>			
<b>105.1 Pre-Design Assessments</b>			
Basis of Design memorandum for drainage	In progress		
<b>105.2 Design Survey - Phase 1</b>	Complete		
<b>105.3 Design Survey - Phase 2</b>	In progress		Validation ongoing of Phase II data
Topographic survey TIN (Triangular Irregular Network)	Complete		
<b>105.4 AGIS Survey</b>			
AGIS Website Deliverables	In progress		Scope of work at FAA
Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (project area)	In progress		
Two (2) color enlargements (30"x40") covering the airport and surrounding area (mounted/laminated/framed)	In progress		
Part 77 Obstruction survey data	In progress		
<b>105.5 Geotechnical Investigation / Analysis</b>			
Subsurface Exploration– Proposed Runway 12/30	In progress		Field work completed
Subsurface Exploration– Future Detention/Water Quality Ponds/Drainage Areas	Pending		Awaiting BLM access
Subsurface Exploration and Pavement Evaluation Scope – Existing Runway 11/29	In progress		Field work completed
Subsurface Exploration Scope – 27½ Road	Pending		Awaiting BLM access/City concurrence on alignment
Borrow Source Evaluation – Seismic Refraction Testing	In progress		Field work completed
Additional Exploration and Study:			
<b>105.6 Airfield Electrical Assessment</b>			
Preliminary Electrical Evaluation Report	In Progress		Field work complete report in progress
Preliminary Exhibits (Vault, Circuits, Sign Plan, etc.)			

**Compliance Checklist**

PROJECT: GJT Grand Junction Airport Runway Design

MANAGER: Scott Cary

PREPARED BY: Jenny Lott

DATE: 9/20/2017

FOR MONTH OF: AUGUST 2017

	PROGRESS	DELIVERABLE	COMMENTS
<b>TASK 106 DESIGN OVERALL RUNWAY RELOCATION 30%</b>			
<i>Lump Sum</i>			
106.1 Runway Relocation Program Overall 30% Preliminary Documents	In progress		Grading, drainage and related efforts in progress
106.2 Preliminary Contractual Documents Template (Front-End)	Not Started		
106.3 Preliminary Master Project Specific Construction Modifications	Not Started		
106.4 Pavements	In Progress		Confirmation of Fleet mix by FAA needed prior to incorporation
106.5 Drainage	In progress		data gathering/sizing in progress
106.7 Commercial Utility Design	In progress		
106.9 NAVAID Relocation / Coordination	In progress		
106.10 30% Preliminary Engineering Design Report			
<b>TASK 107 PERMITTING AND AGENCY COORDINATION</b>			
<i>Time and Expense</i>			
107.1 Comprehensive Permit/Opportunity Analysis	In progress		
107.2 USACE Permit Applications	In progress		Redelineation JD document in final review
107.3 Storm Water Permitting	In progress		Pending Design decisions
107.4 DWR Office of the State Engineer Dam Requirements	In progress		Pending Design decisions
107.5 Raptor Survey	Preliminary Complete		Final required spring 2018 to coordinate with construction start.

Compliance Checklist



PROJECT: GJT Grand Junction Airport Runway Design  
MANAGER: Scott Cary  
PREPARED BY: Jenny Lott  
DATE: 9/20/2017  
FOR MONTH OF: AUGUST 2017

	PROGRESS	DELIVERABLE	COMMENTS
TASK 108 REMOTE TRANSMITTER RECEIVER (RTR) GRADING PACKAGE			
Lump Sum			
108.1 Advance Previous 25% Design Package to 60% Preparation of Preliminary Documents Pavements Grading			
108.2 ATO RTR Relocation / Coordination			
108.3 Uranium Tailings Remediation Research Options for Remediation, Coordinate with CDPHE and Perform Radiological Survey Offsite Disposal Action Plan Offsite Disposal Action Plan	In Progress In Progress In Progress		Survey complete
108.4 60% Design Review period			
108.5 95% Design Package			
108.6 Final Design Package Final Plans – 11"x17" Final Contractual Documents Final Technical Specifications Final Engineering Design Report			
TASK 109 27 ¼ ROAD RELOCATION DESIGN			
Lump Sum			
Final design package Final Plans – 11"x17" Final Contractual Documents Final Technical Specifications Final Engineering Design Report	In progress		Alignment evaluations for Task 101 covered here.

Compliance Checklist



PROJECT: GJT Grand Junction Airport Runway Design  
MANAGER: Scott Cary  
PREPARED BY: Jenny Lott  
DATE: 9/20/2017  
FOR MONTH OF: AUGUST 2017

		PROGRESS	DELIVERABLE	COMMENTS
TASK 110 DESIGN OVERALL RUNWAY RELOCATION 60%				
Lump Sum				
Runway Relocation Program Overall 30% Preliminary Documents				
Preliminary Contractual Documents Template (Front-End)				
Master Project Specific Construction Modifications				
Pavements				
Drainage				
Grading				
Commercial Utility Design				
Electrical				
NAVAID Relocation / Coordination				
Preliminary Engineering Design Report				
Airports Safety Management Systems Efforts			N/A	Included with CSPP
Close Out Report				

## Meeting Tracking Report - SUMMARY



PROJECT: GJT Grand Junction Airport Runway Design  
 MANAGER: Scott Cary  
 PREPARED BY: Jenny Lott  
 DATE: 9/6/2017

COMPLETED 8/31/2017  
 MEETINGS AS OF:

TASK 100 SCOPE DEVELOPMENT		MEETINGS	COMPLETED	% COMPLETE
<b>100.0 - Scope Development</b>				
Pre-Scoping Teleconference	Consultant + GJT	1	2	200%
Study Design Kick-Off Teleconference	Consultant Team	1	1	100%
Scoping Teleconference	Consultant Team	10	12	120%
Scoping Teleconference	Consultant + GJT + FAA	3	2	67%
<b>TOTAL MEETINGS COMPLETE</b>		<b>15</b>	<b>17</b>	<b>113.33%</b>

TASK 101 PROGRAM VALIDATION		MEETINGS	COMPLETED	% COMPLETE
<b>101.1 Design Charrette / Confirmation</b>				
Ongoing Weekly Meetings	Consultant	TBD	1	N/A
2 Day Meeting in Grand Junction	Consultant + GJT Guidance Team	1	0	0%
Presentation with GJT to FAA @ Denver Airports Dist. Office	Consultant + GJT + FAA	1	0	0%
Board Meetings (Regularly Scheduled)	Consultant	TBD	3	N/A
<b>TOTAL MEETINGS COMPLETE</b>		<b>2</b>	<b>4</b>	<b>200.00%</b>

TASK 102 PROGRAM MANAGEMENT		MEETINGS	COMPLETED	% COMPLETE
<b>102.2 Project Team Briefings</b>				
Briefing Teleconference	Consultant Team	30	51	170%
<b>102.3 Airport Coordination</b>				
Airport Briefing Teleconference	Consultant + GJT	45	23	51%
Airport Briefing In Person @ Grand Junction	Consultant + Sponsor Staff	15	6	40%
Program Updates @ Grand Junction	Consultant + GJT	4	1	25%
Coordinate by Telephone with GJT (7 days per month)	Consultant Team	TBD	Ongoing	N/A
<b>102.4 FAA Coordination</b>				
FAA Briefing Teleconference	Consultant + FAA	45	9	20%
FAA Meeting In Person @ Denver Airports Dist. Office	Consultant + FAA	15	0	0%
FAA + GJT Meeting In Person @ Denver Airports Dist. Office	Consultant + GJT + FAA	7	2	29%
<b>102.6 User and Tenant Coordination</b>				
As Needed: Conference Calls	Consultant + User + Tenant	TBD	0	N/A
As Needed: In Person Meeting	Consultant + User + Tenant	TBD	0	N/A
Meeting Teleconference	Consultant	2	0	0%
Meeting In Person (During other site visits)	Consultant	TBD	0	N/A
<b>102.7 Quality Assurance</b>				
Quality Assurance Teleconference (2 per month)	Consultant Team	TBD	2	N/A
<b>TOTAL MEETINGS COMPLETE</b>		<b>163</b>	<b>94</b>	<b>57.67%</b>

TASK 103 GRANT ADMINISTRATION		MEETINGS	COMPLETED	% COMPLETE
<b>103.0 - Grant Administration</b>				
Prep of Grant Application Teleconference	Consultant + GJT + FAA	4	0	0%
<b>TOTAL MEETINGS COMPLETE</b>		<b>4</b>	<b>0</b>	<b>0.00%</b>



## Meeting Tracking Report - SUMMARY



PROJECT: **GJT Grand Junction Airport Runway Design**  
 MANAGER: **Scott Cary**  
 PREPARED BY: **Jenny Lott**  
 DATE: **9/6/2017**

COMPLETED  
 MEETINGS AS OF: **8/31/2017**

TASK 104 LAND ACQUISITION AND COORDINATION			MEETINGS	COMPLETED	% COMPLETE
<b>104.1 BLM Land Transfer</b>					
Teleconference	Consultant + FAA + BLM + GJT	8	2	25%	
As Necessary: In Person Meeting @ BLM or FAA Offices	Consultant + FAA + BLM	TBD	2	N/A	
<b>104.4 Irrigation District Construction Easement/Water Source Coordination</b>					
Teleconference	Consultant + Irrigation District + GJT	5	1	20%	
As Necessary: In Person Meeting @ Irrigation Dist. Offices	Consultant + Irrigation District	TBD	2	N/A	
<b>104.6 Land Rights Survey</b>					
As Necessary: Informal & Ad-hoc Meeting	Consultant	TBD	2	N/A	
TOTAL MEETINGS COMPLETE		13	9	69.23%	

TASK 105 PRE-DESIGN ELEMENTS - RUNWAY RELOCATION			MEETINGS	COMPLETED	% COMPLETE
105.1 Pre-Design Assessments					
Predesign Conference @ Denver Airports Dist. Office		Consultant	1	1	100%
Teleconference with Coordinating Agencies		Consultant + Coordinating Agencies	10	13	130%
105.3 Design Survey - Phase 2					
Bi-Weekly Teleconference (12 Months)		Consultant + Survey Team	24	10	42%
105.5 Geotechnical Investigation / Analysis					
Bi-Weekly Meeting: 4 On-Site & 22 Teleconference		Consultant	26	10	38%
105.6 Airfield Electrical Assessment					
Meeting Discuss Comments on Report		Technical Staff	1	0	0%
TOTAL MEETINGS COMPLETE			62	34	54.84%

TASK 106 DESIGN OVERALL RUNWAY RELOCATION 30%		MEETINGS	COMPLETED	% COMPLETE
106.1 Runway Relocation Program Overall 30% Preliminary Documents				
Internal Coordination Meeting Teleconference	Consultant	8	0	0%
30% Design Brief @ GJT	Consultant + Sponsor Staff	1	0	0%
106.2 Preliminary Contractual Documents Template (Front-End)				
Meeting @ GJT	Consultant + GJT Legal Counsel + FAA	1	0	0%
106.9 NAVAID Relocation / Coordination				
Formal Teleconference @ GJT	Consultant + FAA Air Traffic	4	0	0%
106.11 30% Design Review period				
30% Design Review Meeting @ GJT	Consultant + GJT	1	0	0%
TOTAL MEETINGS COMPLETE		14	0	0.00%

## Meeting Tracking Report - SUMMARY



PROJECT: **GJT Grand Junction Airport Runway Design**  
 MANAGER: **Scott Cary**  
 PREPARED BY: **Jenny Lott**  
 DATE: **9/6/2017**

COMPLETED  
 MEETINGS AS OF: **8/31/2017**

TASK 107 PERMITTING AND AGENCY COORDINATION					
<b>107.1 Comprehensive Permit/Opportunity Analysis</b>					
Teleconference Meetings 2 per Month	Consultant Team	24	4	17%	
As Necessary: Informal & Ad-hoc Meetings	Consultant	TBD	1	N/A	
<b>107.2 USACE Permit Applications</b>					
Teleconference Meetings 2 per Month	Consultant Team	24	0	0%	
As Necessary: Informal & Ad-hoc Meetings	Consultant	TBD	0	N/A	
<b>107.3 Storm Water Permitting</b>					
Teleconference Meetings 2 per Month	Consultant Team	24	4	17%	
As Necessary: Informal & Ad-hoc Meetings	Consultant	TBD	0	N/A	
<b>107.4 DWR Office of the State Engineer Dam Requirements</b>					
Meeting During "30% Drainage Design Meeting (Task 106)"	Consultant	1	0	0%	
Meeting During "Advancement of 60% Drainage Design (Task 106)"	Consultant	1	0	0%	
<b>TOTAL MEETINGS COMPLETE</b>		<b>74</b>	<b>9</b>	<b>12.16%</b>	

TASK 108 REMOTE TRANSMITTER RECEIVER (RTR) GRADING PACKAGE					
<b>108.1 Advance Previous 25% Design Package to 60%</b>					
<b>108.1A Preparation of Preliminary Documents</b>					
Internal Coordination Meeting Teleconference	Consultant	2	0	0%	
60% Design Brief @ GJT	Consultant + Sponsor Staff	1	0	0%	
<b>108.2 ATO RTR Relocation / Coordination</b>					
Formal Teleconference	Consultant + FAA Air Traffic	4	1	25%	
<b>108.3 Uranium Tailings Remediation</b>					
<b>108.3A Research Options</b>					
Teleconference Meeting @ Denver	Consultant + CDPHE	2	2	100%	
Meeting	Consultant + GJT	1	1	100%	
Meeting	Consultant + Radiological Survey Contract	1	3	300%	
<b>108.3B Offsite Disposal Action Plan</b>					
Teleconference Meeting	Consultant + CDPHE + GJT	8	0	0%	
<b>108.4 60% Design Review period</b>					
60% Design Review Meeting @ GJT	Consultant + GJT	1	0	0%	
<b>108.5 95% Design Package</b>					
Internal Coordination Meeting	Consultant	2	0	0%	
Design Review 95% Effort	Consultant + GJT + FAA	1	0	0%	
Additional Coordination Meeting @ GJT	Consultant + GJT	1	0	0%	
Design Brief @ GJT	Consultant + Sponsor Staff	1	0	0%	
<b>108.6 Final Design Package</b>					
Internal Coordination Meeting	Consultant	2	0	0%	
Design Review Meeting @ GJT	Consultant + GJT	1	0	0%	
Additional Coordination Meeting @ GJT	Consultant + GJT	1	0	0%	
Design Brief @ GJT	Consultant + Sponsor Staff	1	0	0%	
<b>TOTAL MEETINGS COMPLETE</b>		<b>30</b>	<b>7</b>	<b>23.33%</b>	

## Meeting Tracking Report - SUMMARY



PROJECT: **GJT Grand Junction Airport Runway Design**  
 MANAGER: **Scott Cary**  
 PREPARED BY: **Jenny Lott**  
 DATE: **9/6/2017**

COMPLETED  
 MEETINGS AS OF: **8/31/2017**

TASK 109 27 ¼ ROAD RELOCATION DESIGN					
<b>109.1 Project Coordination, Project Management, and Review Meetings</b>					
Predesign Conference and Site Visit	Consultant Team	1	1	100%	
Plan Review Meeting - 30%	Consultant Team + GJT + FAA + Other Agencies	1	0	0%	
Plan Review Meeting - 60%	Consultant Team + GJT + FAA + Other Agencies	1	0	0%	
Plan Review Meeting - 95%	Consultant Team + GJT + FAA + Other Agencies	1	0	0%	
Plan Review Meeting - Final Submittal	Consultant Team + GJT + FAA + Other Agencies	1	0	0%	
Utility Coordination Meeting - 30%	Consultant Team	1	0	0%	
Utility Coordination Meeting - 60%	Consultant Team	1	0	0%	
Utility Coordination Meeting - 95%	Consultant Team	1	0	0%	
Utility Coordination Meeting - Final Submittal	Consultant Team	1	0	0%	
Team Coordination Calls (Monthly for 8 Months)	Consultant Team	8	1	13%	
As Needed: On-Site Meeting	Consultant Team	TBD	1	N/A	
Project Management Meeting	Consultant	TBD	1	N/A	
<b>109.3 Prepare 30% Plans</b>					
Internal Coordination Meeting	Consultant Team	8	0	0%	
<b>109.5 Prepare 60% Plans</b>					
Internal Coordination Meeting	Consultant Team	8	0	0%	
<b>109.7 Final Design (95% and Final)</b>					
Internal Coordination Meeting	Consultant Team	4	0	0%	
Design Brief @ GJT	Consultant + Sponsor Staff	1	0	0%	
<b>TOTAL MEETINGS COMPLETE</b>		<b>38</b>	<b>4</b>	<b>10.53%</b>	

TASK 110 DESIGN OVERALL RUNWAY RELOCATION 60%					
<b>110.1 Runway Relocation Program Overall 60% Preliminary Documents</b>					
60% Design Brief @ GJT	Consultant + Sponsor Staff	1	0	0%	
<b>110.7 Commercial Utility Design</b>					
Teleconference Meeting	Consultant + Utility Providers	4	0	0%	
<b>110.12 60% Review period</b>					
60% Design Review Meeting @ GJT	Consultant + GJT	1	0	0%	
<b>TOTAL MEETINGS COMPLETE</b>		<b>6</b>	<b>0</b>	<b>0.00%</b>	

## Grand Junction Regional Airport Authority

### Agenda Item Summary

TOPIC:	Airline lease consultant		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve DKMG as the airline lease consultant and authorize the Airport Director to sign the professional services agreement.		
LAST ACTION:	N/A		
DISCUSSION:	<p>The Request for Proposal (RFP) for airline lease consultant resulted in very good responses. From these, the audit committee made the selection based on the criteria in RFP. The selected consultant will be assisting staff with the following:</p> <ul style="list-style-type: none"><li>• Development of cost centers</li><li>• Establishing rates &amp; charges</li><li>• Conduct airline lease negotiations</li><li>• Draft and finalize airline use and lease agreement</li></ul> <p>Based on the scope, evaluation and references, the audit committee is recommending DKMG.</p>		
FISCAL IMPACT:	\$40,000 fixed fee for development and planning plus Not to exceed \$25,000 (time & materials) for airline negotiation		
ATTACHMENTS:	Professional services agreement		
STAFF CONTACT:	Ty Minnick <a href="mailto:tminnick@gjairport.com">tminnick@gjairport.com</a> 970-248-8593		

## **PROFESSIONAL SERVICES AGREEMENT**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between DKMG Consulting LLC, an Illinois Limited Liability Company (hereinafter, “DKMG”), whose address is 750 12<sup>th</sup> Street, Wilmette, Illinois 60091 and Grand Junction Regional Airport Authority, (hereinafter, “Authority”) whose address is 2828 Walker Field Drive, Grand Junction, CO 81506.

WHEREAS, the Authority requires the services of an airport consultant to assist in the development of an airport Airline Use and Lease Agreement and airport cost recovery methodology with the associated cost center framework, and

WHEREAS, DKMG is willing to perform such services in the manner, and pursuant to the terms and conditions, hereinafter set forth.

NOW THEREFORE, in consideration and the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

### **ARTICLE 1 - SCOPE OF WORK**

**1.1 Services.** The Authority has engaged DKMG to provide said services in connection with the Authority’s desire to develop an Airport Airline Use and Lease Agreement, develop a system for airport cost recovery methodology and the required cost center framework. DKMG will conduct the services as described in Exhibit A “Scope of Work.” Additionally, all work product produced by DKMG will be the property of the Authority, more specifically, the cost center analysis prepared in Excel. This work product is essential for Authority staff for future review of cost center recovery.

**1.2 Time and Availability.** DKMG estimates it will perform the consulting services for the Authority in the stated time frame noted in Exhibit B. DKMG shall have discretion in selecting the dates and times it performs such consulting services throughout the term giving due regard to the needs of the Authority’s business activities.

**1.3 Standard of Conduct.** In rendering consulting services under this Agreement, DKMG shall conform to high professional standards of work and business ethics.

### **ARTICLE 2 - INDEPENDENT CONTRACTOR**

**2.1. Independent Contractor.** DKMG is an independent contractor and is not an employee of, or in any other service relationship with Grand Junction Regional Airport Authority. The manner in which DKMG’s services are rendered shall be within DKMG’s sole control and discretion. DKMG is not authorized to speak for, represent, or obligate the Authority in any manner without the prior express written authorization from the Airport Director or his designee.

**2.2. Taxes.** DKMG shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and shall be responsible for all payroll taxes and fringe benefits of DKMG's employees or other DKMG representatives. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by the Authority on behalf of DKMG, its employees or other DKMG representatives.

**2.3. Benefits.** DKMG, DKMG employees or other DKMG representatives will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan, of the Authority. No workers' compensation insurance shall be obtained by the Authority covering DKMG, DKMG's employees or other DKMG representatives.

### **ARTICLE 3 - COMPENSATION FOR CONSULTING SERVICES**

**3.1. Compensation.** For completion of the Scope of Services and for all work and services necessary to complete performance under this Contract, the Authority shall pay to DKMG fees in an amount not to exceed \$65,000 as set forth in more detail in Exhibit B. DKMG may request to be paid as work progresses on the basis of the hourly rates listed in Exhibit B.

**3.2. Reimbursement.** The Authority agrees to reimburse DKMG for all actual and necessary travel expenditures, which are related to the consulting services. A detailed estimate of travel expenses is provided in Exhibit B.

**3.3 Invoicing and Payment.** DKMG may invoice the Authority once monthly for services performed and travel expenses incurred during the previous month. The Authority will pay DKMG within 30 days of receipt of the invoice. The invoice should include documentation showing the number and classification of employees, the hours worked for each, and the services provided and copies of supporting documentation for any travel related expenses.

### **ARTICLE 4 - TERM AND TERMINATION**

**4.1. Term.** This Agreement shall be effective as of \_\_\_\_\_, 20\_\_, and shall continue in full force and effect for a term of one (1) year or upon Contract Completion, whichever occurs first. The Authority and DKMG may negotiate to extend the term of this Agreement for one (1) six (6) month period and the terms and conditions under which the relationship shall continue.

**4.2. Termination.** Both parties retain the right to terminate this Agreement at any time with written notice. Upon termination notice, DKMG shall cease work and invoice the Authority for work completed to date of termination. DKMG shall be compensated for all activity (professional fees) and expenses that have been obligated at the date of termination per the terms of this Agreement, on a pro-rata basis or for work completed, whichever is greater.

**4.3. Contract Completion.** For purposes of this Agreement, Contract Completion means the consulting items have been delivered as noted in Exhibit A and associated tasks described in Exhibit B.

## **ARTICLE 5 – INSURANCE AND INDEMNIFICATION**

**5.1 Insurance.** DKMG hereby certifies that it possesses a general liability, professional services liability and worker's compensation policies with limits according to the schedule in Exhibit C. DKMG will provide evidence of insurance to the Authority upon contract execution.

**5.2 Indemnification.** DKMG shall defend, pay on behalf of, indemnify and hold harmless Grand Junction Regional Airport Authority from any and all liabilities, costs or damages (including reasonable attorneys' fees) that may arise from any action or inaction of its employees, associates, and representatives in connection with the performance of the services outlined herein.

## **ARTICLE 6 – NON-DISCRIMINATION**

DKMG shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter related to employment because of such applicant's race, color, religion, national origin, ancestry, age or sex, except where a requirement as to age or sex is based on a bona fide occupational qualification.

A breach in the above covenants shall be regarded as a material breach of this Agreement.

## **ARTICLE 7 - GENERAL PROVISIONS**

**7.1. Construction of Terms.** If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.

**7.2. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

**7.3. Entire Agreement.** This Agreement, together with Exhibits A, B, and C constitutes the entire agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

**7.4. Dispute Resolution.** If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy will be arbitrated in accordance with proceedings under American Arbitration Association rules, and such arbitration will be the exclusive dispute resolution method under this Agreement within the State of Colorado. The decision and award determined by such arbitration will be final and binding upon both parties. Each parties' costs and expenses incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the respective party. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved unless terminated by either party under section 4.2.

**7.5. Modification.** No modification, termination or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

**7.6. Waiver of Breach.** The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.

**7.7. Successors and Assigns.** This Agreement may not be assigned by either party without the prior written notice of the other party. Furthermore, the benefits and obligations of this Agreement shall be binding upon and inure to the parties hereto, their successors and assigns.

**7.8. No Conflict.** DKMG warrants that DKMG has not previously assumed any obligations inconsistent with those undertaken by DKMG under this Agreement.

IN WITNESS WHEREOF, this Agreement is executed as of the date set forth above.

DKMG Consulting LLC      Grand Junction Regional Airport Authority

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

\_\_\_\_\_

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

Title:

\_\_\_\_\_



## **EXHIBIT A**

### **SCOPE OF WORK**

#### **Fixed Fee Scope of Work (within fixed fee set forth in Exhibit B)**

- Provide information on current airport industry practices related to airline use agreements and provide analysis to support recommended business agreement strategies to align with the Authority's strategic plan.
- Assist in the development of cost centers aligned with the recommended methodology chosen for establishing rates and charges.
- Conduct a strategic discussion with senior management to outline the various options that have been considered in trying to arrive at a balance between legacy and ultra-low cost airlines.
- Discuss the impacts on each type of carrier to arrive at a model that can be executed with an analysis by airline for each alternative to be considered.
- Develop a rate schedule and Cost Per Enplanement (CPE) analysis for each.

#### **Hourly Fee Scope of Work (within not-to-exceed amount set forth in Exhibit B)**

- Conduct airline negotiation meetings in order to create the final airline use and lease agreement
- Draft the use and lease agreement upon the selection of the model by the Authority
- Revise lease agreement resulting from negotiations with the airlines with an update to the model and analysis done in the selection phase
- Conduct follow up negotiations and discuss remaining issues with airlines
- Finalize lease for review and execution

#### **Additional Scope Items (not included within not-to-exceed amount set forth in Exhibit B; requires specific notice from Authority prior to commencement)**

- DKMG will be available to the Authority Board of Commissioners to provide updates at the monthly meetings upon reasonable notification to DKMG.
- Such other tasks as directed by the Authority

## **EXHIBIT B**

### **COMPENSATION**

1. DKMG will perform the services listed in Exhibit A – Fixed Fee Scope of Work for \$40,000 plus travel expenses as set forth in Section 4 below.
2. DKMG will perform the services listed in Exhibit A – Hourly Fee Scope of Work on a time and materials basis for a not-to-exceed amount of \$25,000 based on the hourly rates set forth below plus travel expenses as set forth in Section 4 below.

<b>Hourly Billing Rates</b>		
<b>Consultant</b>	<b>Title</b>	<b>Hourly Rate</b>
Rhona DiCamillo	Project Manager	\$250.00
Julie Mattlin	Principal	\$250.00
Amy Kudel	Principal	\$225.00

3. DKMG will perform the services listed in Exhibit A – Additional Scope Items on a time and materials basis based on the hourly rates set forth above plus travel expenses as set forth in Section 4 below.
4. Travel Expenses – DKMG will invoice travel expenses at cost with no administrative mark-up. DKMG estimates that the total travel expenses would be approximately \$5,000. This would include 2 trips for 2 consultants during the Fixed Fee Scope of Work and 1 trip for 2 consultants during the Hourly Fee Scope of Work. DKMG will obtain approval from the Authority prior to incurring any additional travel expenses.

## **EXHIBIT C**

### **INSURANCE REQUIREMENTS**

All required insurance must be in effect and so continue during the life of this agreement in not less than the following amounts:

- Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 per occurrence including bodily injury and property damage liability.
- Professional liability Insurance

DKMG shall provide the Authority with a certificate of insurance evidencing such coverages and shall name the Authority and its respective directors, officers, agents, appointed officials, and employees as additional insureds.

# Grand Junction Regional Airport Authority

## Agenda Item Summary

TOPIC:	2018 Budget		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve resolution 2017-007 for the 2018 Budget.		
LAST ACTION:	2018 Budget draft was presented at the September 2017 regular board meeting.		
DISCUSSION:	<p>The 2018 Budget draft was reviewed and approved by the audit committee on August 23, 2017. At the September 2017 regular board meeting the 2018 Budget draft was presented to the board and public for comment. Additionally, the notice of budget was published and made available on the Airport website, no comments have been received. The 2018 Budget is conservative with both operating revenue and expense showing a modest increase in revenue versus 2017 forecast and larger increases in expenses with the expectation of being fully staffed; implementation of a robust air service and marketing effort; increased professional services as a result of growth in airport projects.</p> <p>The largest budget line item is the capital projects that account for approximately \$24,000,000. Terminal projects account for approximately \$9,500,000 while airfield projects are budgeted for approximately \$13,000,000.</p> <p>Approval of the 2018 budget and related capital projects (CIP) approves staff to process the CIP applications for 2018.</p>		
ATTACHMENTS:	Resolution 2017-007		
STAFF CONTACT:	Ty Minnick 970-248-8593 <a href="mailto:tminnick@gjairport.com">tminnick@gjairport.com</a>		

RESOLUTION NO. 2017-007

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, 2018 AND ENDING ON THE LAST DAY OF DECEMBER, 2018.

WHEREAS the Grand Junction Regional Airport Authority, a political subdivision of the State of Colorado, has appointed the Finance Manager, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS the Finance Manager, submitted a proposed budget to this governing body on September 21, 2017 for its consideration; 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 17, 2017, and interested parties were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law; and

WHEREAS it is required by law to appropriate the revenues provided in the budget to and for the purposes described below, 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:

That the budget as submitted, amended, and herein summarized by fund, hereby 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 for the purposes stated; and

That the budget and sums of money appropriated for expenditures hereby approved and adopted shall be signed by the Chairman of the Grand Junction Regional Airport Authority and made a part of the public records of the Grand Junction Regional Airport Authority.

ADOPTED on this 17<sup>th</sup> day of October, 2017.

\_\_\_\_\_  
Rick Taggart, Chairman

ATTEST:

\_\_\_\_\_  
Victoria Hightower, Clerk

Board Members Voting Aye:

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Those Voting Nay:

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