



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
December 13, 2016

REGULAR BOARD MEETING

Time: 5:15PM

RECORDING EQUIPMENT FAILED FOR THIS MEETING

I. Call to Order & Pledge of Allegiance.

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at about 5:15PM on December 13, 2016 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Steve Wood, Chairman Dave Murray Rick Langley Paul Nelson Tom Benton Rick Taggart <i>Airport Staff:</i> Kip Turner Victoria Hightower, Clerk Ty Minnick Ben Johnson Ben Peck Chance Ballegeer Jodi Doney Eric Trinklein	<i>Other:</i> Shannon Kinslow, TOIL Drew Armstrong, Finance & Audit Committee Chris Nocks, Armstrong Dennis Corsi, Armstrong Barbara Taylor Smith, GJ City Council Diane Schwenke, GJ Chamber Clay Tufly, Citizen Phyllis Norris, City Mayor Dave Hartmann, Armstrong
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II. Approval of Agenda

Item B under Action Items – Ground Transportation Permit – was removed from the agenda. Item B under Consent Agenda – Code of Professional Conduct – was moved to Action Items.

The agenda was passed by major motion with changes.

III. Conflict Disclosures

Commissioner Murray – None
Commissioner Langley – None

Commissioner Nelson – None
Chairman Wood – Hangar Owner
Commissioner Ball – Absent
Commissioner Taggart – None

IV. Commissioner Comments

Chairman Wood welcomed Commissioner Benton. Commissioner Benton will fulfill Commissioner Wagner's term.

V. Citizen Comments

None.

VI. Consent Agenda

- A. November 15, 2016 Regular Meeting Minutes
- B. Pay Request: G4S
- C. Pay Request: Mead & Hunt
- D. Pay Request: CED

Commissioner Nelson motioned for the Board to approve the consent agenda. Commissioner Langley seconded. Voice Vote. All Ayes.

VII. Staff Update

A. Financial/Activity Update

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

Financial Results

Assets –

- The increase in cash is a result of reimbursement for AIP 52 for \$830,000, the related invoice is under final review as per on-going negotiations with the contractor concerning the level of completion on the project and will be paid accordingly. Therefore the cash reimbursement and related invoice remain in the accounts as 11/30.
- The bond project fund and bond escrow fund were established as a result of the 2016 bonds that were funded in November. The bond reserve fund and bond sinking fund were no longer required for the 2016 bonds.

Liabilities –

- Capital accounts payable are higher with the amount owed for the construction work related to AIP 52, as discussed above in assets
- The increase in the bonds payable is for the 2016 bonds issued. The 2007 bonds will remain until final payoff in 2017, the bond escrow fund for \$14,627,438 will be used for 2007 bond debt service.

Aeronautical Revenue – Aviation fuel tax remains to be lower than budget and prior year as the 2016 cost of fuel remains below 2015, disbursements are based on 65% of sales taxes collected on jet fuel and \$0.04 per gallon of jet fuel and avgas.

Non-Aeronautical Revenue – the increase associated with non-aeronautical revenue is consistent with the increase in enplanements. Reflected in the parking revenue.

Operating Expense – Personnel expense is lower than budget and actual as all employment positions have not been filled. Contract services is higher than budget and prior year as a result of legal fees in the first 6 months of the year. Repairs and maintenance is lower than budget due to less than expected fleet repairs and pavement repairs that were capitalized versus expensed as budgeted.

Non-operating Revenue/Expense – Non-operating revenue/expense has the debt issuance costs related to the 2016 bonds for \$569,000.

Enplanements

2016 vs 2015

	Month	Year to Date
2015	17,507	201,192
2016	18,403	207,580
Difference	896	6,388

Historical Average

	Month	Year to Date
5 Year		
Average	17,198	19,643
2016	18,403	146,219
Difference	1,205	5,777

B. Communications/Events Update

Ms. Jodi Doney briefed the Board on some items she has been working on. Ms. Doney stated that staff and other airport terminal tenants had a decorating party to decorated the Christmas tree and that went really well. Ms. Doney also said that airport operations did a winter prep photo with all of the snow removal equipment and staff that turned out very nice. Ms. Doney is currently in the process of working with Paragon to update the airport’s website. Ms. Doney said that there will be service animals at the terminal on December 23rd from 10am to 1pm to ease the holiday travel stress for passengers. Ms. Doney stated that there will soon be an airport newsletter.

VIII. Action Items

A. Code of Professional Conduct Revision

Mr. Tuner briefed the Board and stated that a review of the Code of Professional Conduct is required annually by all Directors, Officers and Employees. Each Director, Officer and Employee must sign the Code of Professional Conduct Agreement stating they have read, understand and will abide by the Code.

The Code of Professional Conduct was reviewed by staff and staff is proposing changes to section 6.1-6.3 to better align the language with the Colorado State Statutes.

Commissioner Murray stated that the Whistleblower Hotline phone number need to be included in the code of professional conduct.

Commissioner Benton motioned for the Board to approve the Code of Professional Conduct with the revisions. Commissioner Murray seconded. Voice Vote. All Ayes.

B. Grand Junction Regional Air Service Alliance Request

Mr. Clay Tufly, Co-Chair of the Alliance, requested for the Board to hold off on any kind of demolition to the building at 800 Eagle Dr. Mr. Tufly stated that they have some things in the works as far as bringing a Foreign Trade Zone (FTZ) to Grand Junction and they would like to look into the possibility of maybe using that building for the customs officer. They are hopeful to have the FTZ process completed by the first or second quarter of 2017.

Commissioner Taggart requested a 6 month update.

Commissioner Murray moved to approve the request of postponing demolition to the building at 800 Eagle Dr. Commissioner Nelson seconded. Voice Vote. All Ayes.

C. Tailwind lease addendum

Mr. Minnick briefed the Board. Tailwind was awarded the concession to provide restaurant and retail operations starting May 1, 2016. As part of the RFP received from Tailwind, pre-security food service was offered, and was a factor in choosing Tailwind. Staff and Tailwind have agreed to the service area on the pre-secured side of the terminal. The services will include a hot and cold food menu, coffee bar, grab and go food items and retail items, alcohol will not be part of this service. The term of the lease amendment will not extend past the original lease, expiring 4/30/21 with 2, one year options.

The service area will be renovated to remove the perimeter glass walls and floor replacement. Hours of operation will be 30 minutes prior to the first flight of the day until the last flight of the day. See the attached amendment for additional terms and conditions.

Staff recommends the Board approve the attached third addendum to the Tailwind Concession Agreement.

Commissioner Taggart motioned to approve the attached third addendum to the Tailwind Concession Agreement. Commissioner Nelson seconded. Voice Vote. All Ayes.

D. FY17 Federal AIP Grant Application

Mr. Trinklein briefed the Board. The projects to be accomplished for this year and every year going forward as per the CIP are an important part of providing a safe and efficient airfield/overall airport operation. The 2017 Airport Improvement Program (AIP) projects included in this grant application is for Final Design to prepare bid documents for the 2018 projects associated with the Runway 11/29 Relocation.

Staff recommends the Board approve the submittal of the AIP 56 grant application and the State grant application, and appoint the Executive Director as an authorized signatory and Project Manager to sign all necessary documents with the grant applications.

Commissioner Nelson motioned to approve the submittal of the AIP 56 grant application and the State grant application, and to appoint the Executive Director as an authorized signatory and Project manager to sign all necessary documents with the grant applications. Commissioner Murray seconded. Voice Vote. All Ayes.

E. Jet Bridge Modification RFP

Mr. Trinklein briefed the Board and stated that staff has solicited quotes to modify the existing jet bridge serving gate 3 to allow the bridge to serve larger aircraft, specifically narrow body type aircraft. Allegiant Airlines has announced to the Airport that they intend to start using the Airbus A-319 for portion of their service in and out of GJT as early as June 1, 2017. In order for GJT to be able to accommodate this type of aircraft, at least one of the existing jet bridges will require some type of modification. The repair will have very little to no impact on operations. Mr. Trinklein stated that staff received one quote for this project and one response from JBT AeroTech, declining the opportunity to bid. Staff recommend that the Board approve the award of the work to Ameribridge for \$63,177.46.

Commissioner Murray moved to approve the award of the work to Ameribridge for the amount of \$63,177.46. Commissioner Nelson seconded. Voice Vote. All Ayes.

F. 2017 Budget Resolution 2016-008

Mr. Minnick briefed the Board on a few changes to the 2017 budget draft.

1. Updated the information related to the 2016 bonds, including a reduction of anticipated debt service payments for 2017 from \$1,530,000 to \$1,508,000.
2. Reduced CIP from a total cost of approximately \$29,200,000 to \$21,681,000, thereby reducing the local match from approximately \$1,650,00 to \$645,000.
3. Added triannual exercise (FAA requirement every 3 years), addition ARFF & safety training, air show coordination and miscellaneous for \$35,000 to the operating budget.

Staff recommends that that Board approve the 2017 Budget.

Commissioner Taggart made a motion to approve the 2017 Budget. Commissioner Murray seconded. Roll Call Vote. Commissioner Murray: Aye, Commissioner Langley: Aye, Chairman Wood: Aye, Commissioner Nelson: Aye, Commissioner Benton: Aye, Commissioner Taggart: Aye. All Ayes.

G. 2017 Board Meeting Dates

Staff presented a calendar with purposed Board meeting dates for the 2017 year.

Commissioner Benton moved to approve the 2017 Board meeting dates as presented. Commissioner Langley seconded. Voice Vote. All Ayes.

IX. Discussion/Information Items

A. AIP 52 Update

Mr. Turner briefed the Board. AIP 52 has three projects, the seal coat remark, the wind cone and lighting project and the connector taxiway and mill and overlay project. The first two projects were completed this summer, but the third one was scheduled to be completed by August by Elam Construction. That project is still not completed and staff had to issue a work stoppage in December. Staff plans to have issues with the contractor resolved and the project completed this spring.

B. Snow and Ice Control Plan

Mr. Johnson briefed the Board. Each year, in preparation for winter, the Airport staff reviews and updates the Snow and Ice Control Plan (SICP). Each year, Airport staff also holds meetings with stakeholders to review the plan, receive suggestions and talk about winter operations.

On August 2, 2016, the FAA issued a National Part 139 CertAlert regarding SICP plan revisions. The FAA also extensively updated Advisory Circular 150/5200-30D,

Airport Field Condition Assessment and Winter Operations Safety. These documents required the Airport to update the SICP incorporating the changes.

While this AC did not change the methodology for snow removal operations, the AC did comprehensively change the reporting requirements of field conditions at the Airport via the Notice to Airmen (NOTAM) System.

The FAA has approved the Airport's updated SICP and staff has received, and is continuously training to understand and implement the new system. Staff has also held numerous stakeholder meetings to discuss the changes to the SICP and winter operations at the Airport.

X. Any other business which may come before the Board

Chairman Wood stated that he would like the 2016 Bonds on the Airport's website.

XI. Adjourn

Commissioner Murray to adjourn. Commissioner Benton seconded. Voice Vote. All Ayes.

The meeting adjourned at 7:00PM.

Steve Wood, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board