



Board Packet

Regular Board Meeting

February 20, 2018

GRAND JUNCTION REGIONAL AIRPORT AUTHORITY



Date: February 20, 2018

Location: ***GRAND JUNCTION REGIONAL AIRPORT
2828 WALKER FIELD DR.
GRAND JUNCTION, CO 81506
AIRPORT TERMINAL - 3rd FLOOR CONFERENCE ROOM***

Time: 5:15 PM

BOARD MEETING AGENDA

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 respectful public comments at its meetings. The Citizens Comment section 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 Executive Director who will distribute them to the Board. The Board Chairman will indicate when you may come forward and comment. Please state your name for the record. Presentations are limited to **three minutes** and yielding time to others is not permitted. Speakers are to address the Chairman, not each other or the audience, and are expected to conduct themselves in an appropriate manner. The use of abusive or profane language shall not be allowed. No debate or argument between speakers and/or members of the audience shall be permitted.

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.

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H. Audit Committee appointment	8

VI. Staff Reports

- A. Directors report (Angela Padalecki)
- B. Financial report (Ty Minnick)_____ 9
- C. Activity report (Shelagh O’Kane)_____ 10
- D. Projects update (Eric Trinklein)

VII. Action Items

- A. Mead & Hunt invoice – runway design (Eric Trinklein)_____ 11
- B. FAA Reimbursable Agreement – RTR (Eric Trinklein)_____ 12
- C. RFI – Administration Building (Angela Padalecki)_____ 13

VIII. Discussion Items

- A. Foreign Trade Zone (Angela Padalecki)_____ (Handout)

IX. Executive Session for conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions as authorized by C.R.S. Section 24-6-402(4)(b) and for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators as authorized under C.R.S. Section 24-6-402(4)(e).

X. Any other business which may come before the Board

XI. Adjournment



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
January 16, 2017

SPECIAL BOARD MEETING

Time: 5:15PM

I. Call to Order & Pledge of Allegiance.

Mr. Rick Taggart, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on January 16, 2018 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Rick Taggart Tom Benton, <i>Vice-Chairman</i> Chuck McDaniel Robin Brown Erling Brabaek Clay Tufly Thaddeus Shrader <i>Airport Staff:</i> Angela Padalecki, Executive Director Victoria Hightower, <i>Clerk</i> Chance Ballegeer, <i>Deputy Clerk</i> Ty Minnick Eric Trinklein Mark Papko Shelagh O’Kane	<i>Other:</i> Ryan Hayes, Mead & Hunt Scott Cary, Mead & Hunt Drew Armstrong, Finance & Audit Committee Chris Nocks, ACI Justin Pietz, ACI Guy Parker, ACI Bradley Barker, CAP Charles Sheppard, American Airlines
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II. Approval of Agenda

*Commissioner Benton moved for the Board to approve the agenda as presented.
Commissioner Shrader seconded. Voice Vote. All Ayes.*

III. Commissioner Comments

Commissioner Brabaek commented that he found it difficult for him to get a good understanding on details of the budget and he needed to ask questions, but feels limited due to a policy that the Board in not to interact with staff and speak to them directly.

Commissioner Brabaek stated that he would like if at some point they could discuss that policy and somehow rescind that.

Chairman Taggart stated that the policy is not that the Board doesn't interact with staff but that the communications always begin with the Executive Director, so that the Executive Director, at all times, knows what is going on.

Commissioner Brabaek stated that he fully supports that and he thinks that should be clarified with staff because there are some staff members that have expressed that they are not allowed to speak with board members one-on-one.

Commissioner McDaniel said that in November they talked about having a governance workshop and he would really appreciate if they could do that sooner rather than later.

Chairman Taggart said that they would like to plan an open house at the airport to introduce Angela, to say a formal goodbye to Mark Achen and to allow the community to get a better understanding of the major projects such as the runway project and foreign trade zone (FTZ).

Discussion took place concerning a possible workshop in February.

All Commissioners welcomed Ms. Angela Padalecki as the new Executive Director.

IV. Citizen Comments

None.

V. Consent Agenda

- A. December 19, 2017 Meeting Minutes
- B. Posting of meetings
- C. G4S invoice
- D. Prodigiq invoice
- E. Mead & Hunt invoice – boarding bridge design
- F. Mead & Hunt invoice – terminal renovations design

Few minor corrections to the December 19, 2017 minutes were discussed. Commissioner Clay Tufly was present at the December meeting and to replace Chairman Taggart with Vice-Chairman Benton in the Call to Order.

Commissioner Benton moved to include the said changes to the December 19, 2017 Meeting Minutes. Commissioner Brown seconded. Voice Vote. All Ayes.

Mr. Minnick commented that he would like to add a calendar as a supplement to item B. Posting of meetings. Mr. Minnick said that it is subject to change but it does outline that meetings will take place the third Tuesday of each month.

VI. Staff Reports

A. Directors report

Ms. Padalecki thanked everyone for the warm welcome. Ms. Padalecki briefed the Board about Passenger Facility Charges (PFC), which is fee that is collected by airlines on behalf of airports so the airport can invest in their infrastructure and those facilities that passengers are using. Ms. Padalecki said that right now the cap is at \$4.50 and Grand Junction Regional Airport is authorized by the FAA, to charge that full amount and airline partners keep \$.11. Ms. Padalecki said that the current senate bill for the budget, includes an increase in that cap to \$8.50 which would have significant impact on their budget. Ms. Padalecki said that she worked with Representative Tipton's office to make sure they express their support and to be sure they understood the ramification. Ms. Padalecki stated that last year they collected \$900,000 in PFC charges and if this change is implemented, the airport would collect an additional \$800,000 a year.

B. Financial report

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

Assets – The increase in accounts receivable is a result of payments due from FAA for AIP projects for a total of approximately \$1,800,000. Of this amount due as of 12/31/17 \$900,000 has been received and \$300,000 is an accrual based on estimated December AIP expenses. Projects costs have been submitted for reimbursement and have been getting paid in a timely manner. The increase in capital assets is primarily caused from the AIP construction and design work for the commercial apron project and runway design.

Liabilities – The accounts payable balance is higher compared to prior year with the increase in construction projects. The reduction in the collective debt balances is consistent with the principal payments made during 2017.

Operating Revenue – Aeronautical revenue ended the year slightly ahead of budget and prior year with increases in airline landing fee revenue. Non-Aeronautical revenue ended \$260,000 ahead of budget and \$100,000 ahead of prior year. This increase in revenue was largely the result of parking and rental car revenue year over year increases. Total operating revenue ended 2017 at \$6,357,000 compared to \$6,230,000 for 2016, approximately \$127,000 ahead of prior year.

Operating Expense – The total operating expense ended \$200,000 ahead of budget and same prior year. The compensation and benefits was affected by the impact of the year-end PERA reconciliation that requires employers to restate actual expense with proportionate share expense. Other operating expense line items are at or below budgeted amounts.

Non-operating Expense – The interest expense was affected by the final refunding of the 2007 bonds. This amount was held in escrow at the time of the refunding in 2016 and was expense in 2017. Capital contributions are affected by the amount of

projected that are funded by the FAA. The budget amount included the completion of the east commercial apron and additional costs for runway design.

C. Activity report

Ms. Shelagh O’Kane briefed the Board. Ms. O’Kane stated that enplanements were down by about 560 enplanements for the month of December, but to close out the year they were overall above eight out of the twelve months. For the year enplanements were 3% above last year. 14 diversions were reported for December, most of them being through United and Delta, which account for the different types of aircraft that Grand Junction doesn’t normally see.

D. Federal Mineral Lease District

Mr. Chance Ballegeer briefed the Board. Mr. Ballegeer stated that in the fall of 2016 the board approved for staff to go to the Federal Mineral Lease District (FLMD) board to apply for a grant for some terminal safety and security upgrades. The Grand Junction Regional Airport was awarded that grant with up to \$50,000. Throughout 2017 staff worked and contractors to get best pricing for cameras and bollards. The bollards were complete in August and there were 14 cameras installed in the terminal for safety.

VII. Discussion/Action Items

A. Board & Committee appointment

Mr. Minnick introduced this as Section 4.2 of the Board’s bylaws to select Chairman, Vice-Chairman, Treasurer, Clerk and Deputy Clerk and also appoint the Finance and Audit Committee and Compliance Committee.

Commissioner McDaniel commented that he and Chairman Taggart have had conversations about his position as Chairman, and he believes he has done a great job but Commissioner McDaniel also worries about Chairman Taggart personally taking on so much. Commissioner McDaniel said that they have had some conversation about him staying as Chairman to see Ms. Padalecki get off on the right foot, but they also considered that when she is on the right foot maybe (Chairman Taggart) be resigning and the board reelect a chairman.

Chairman Taggart commented that he would like to be a part of Ms. Padalecki’s transition but he would also like to step aside at the midpoint of the year or close to the midpoint because he thinks it’s time for someone else to take the lead. Chairman Taggart stated that his intention is to go until about May or June and then step aside and let Commissioner Benton take the helm.

Commissioner Benton moved that the slate of officers from 2017 continue through 2018 as identified as Chairman, Vice-Chairman, Treasurer, Clerk and Deputy Clerk. Commissioner Tufly seconded. Voice Vote. All Ayes.

Commissioner Benton stated that Mr. Drew Armstrong has committed to continue serving on the Finance and Audit Committee. Suzanne Lay who was also a part of the committee has a full load on top of getting her PHD, they do have a couple people in mind for an additional member and when someone commits the time, they will come back to the board and have them appointed.

Commissioner McDaniel moved for the Board to approve committee appointments for the Finance & Audit Committee and the Compliance Committee for Commissioners as those who served last year plus Mr. Armstrong on the Finance and Audit Committee. Commissioner Brown seconded. Voice Vote. All Ayes

B. Banking resolution

Mr. Minnick briefed the Board and stated that only thing that needs to be added is Angela Padalecki as Executive Director.

Commissioner Benton moved for the Board to approve Resolution 2018-002 Grand Junction Regional Airport Banking Resolution. Commissioner Tufly seconded. Voice Vote. All Ayes.

C. Airport project invoices, grants and updates

Mr. Eric Trinklein briefed the board on current projects at the airport. Starting with the terminal renovations, the passenger loading bridge, the escalator project and the roof project are on schedule to be release for bid this month. Mr. Trinklein stated that they are still working on a resolution to replace the cooling system that will be limited to just the main atrium, hold rooms and offices.

Taxiway A rehabilitation project – the project scope to mill and overlay heavily used ends of the parallel taxiway was signed last month. Garver is out this week surveying and doing geotech work on the design. That design will be complete in April in anticipation of federal dollars being released for that grant.

The East Apron project – IHC is doing their homework and performing extra testing on materials. They are expecting to have results next week.

1. IHC invoice – east apron

This invoice is the progress billing for work completed on the East Terminal Apron Rehabilitation Project. The invoice includes work completed for the period between 11/30 through 12/31. The billing includes 58% of the contract dollars. This invoice does not include payment for concrete. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Tufly moved for the Board to approve IHC invoice No. 6 in the amount of \$33,475.22. Commissioner Brown seconded. Voice Vote. All Ayes.

2. Garver invoice – east apron

This invoice includes engineering services provided by Garver on the East Terminal Apron Project through December 31 as a progress billing. Work included Construction Administration, Construction Inspection, Construction Testing and expenses. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Tufly moved for the Board to approve Garver invoice No. 17081932-5. Commissioner Brown seconded. Voice Vote. All Ayes.

3. Mead & Hunt invoice – runway design

This invoice is the progress billing for the Runway Design. Progress this period includes continuing design efforts on the 30% Runway Design, RTR Grading Package, and 27 ¼ rd. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Brown moved for the Board to approve Mead & Hunt Invoice No. 275016. Commissioner Tufly seconded. Voice Vote. All Ayes.

4. BLM right of way grant

As part of the GJT Runway 11/29 Relocation Program, approximately 11,000 linear feet of 27 ¼ Road will be shifted to the west to accommodate the new runway construction. The ROW Grant from BLM is necessary due to delays in the BLM issuance of the land transfer patent. This allows construction of the portion of 27 ¼ rd. that crosses BLM land to commence prior to receiving the land transfer patent. Construction of the new roadway is scheduled to begin in Spring/Summer of 2018 with bidding beginning in February 2018. The road way right-of-way will be 60' wide. The road on BLM land is 892', the width is 24' with 8' shoulders.

Mr. Trinklein stated that connected with the runway project, the Airport received the decision record, which is the preliminary document for the record of decision, which is the environmental approval for the land release, the highest level of government release of a project. Mr. Trinklein said that they also got word that they will not need to do an individual permit for the wetlands impacts from the project, it will fall under a nationwide project. The government is still working on the patent release for the land to transfer to the Airport. As a contingency the airport is going to have a right-of-way permit to construct 27 ¼ rd. to help from delaying the project.

Commissioner Brown moved for the Board to execute the Right-of-Way Grant. Commissioner McDaniel seconded. Voice Vote. All Ayes.

VIII. Any other business which may come before the Board

None.

IX. Adjournment

Commissioner Benton made a motion to adjourn. Commissioner Shrader seconded.

Meeting adjourned at 7:01PM

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, 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 8655240 for the amount of \$12,558.07		
LAST ACTION:	Approved December Invoice.		
DISCUSSION:	<p>This invoice is the monthly billing for January 2018 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:	\$12,558.07		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	G4S Invoice 8655240		
STAFF CONTACT:	Chance Ballegeer Email: cballegeer@gairport.com 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: 8655240
 Amount Due: \$12,558.07
 Invoice Date: 01/31/2018
 Terms: Payment Due 30 Days
 Due Date: 03/02/2018
 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: 01/01/2018 through 01/31/2018

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 (\$)
Baughman, John B											
01/01/2018	01/07/2018	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	
Falk, Darin H											
01/01/2018	01/07/2018	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	
Armed CPO-HOLIDAY											
				15.00	Regular Hours	at		29.41			441.15
Baughman, John B											
01/01/2018	01/07/2018	0.00	0.00	0.00	5.00	4.25	0.00	0.00	9.25	0.00	
01/08/2018	01/14/2018	4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	
Culton, Chadwick D											
01/01/2018	01/07/2018	0.00	10.75	6.50	0.00	4.25	13.25	17.00	51.75	0.00	
01/08/2018	01/14/2018	0.00	0.00	4.50	7.00	6.75	12.75	7.00	38.00	0.00	
01/15/2018	01/21/2018	0.00	0.00	4.50	7.00	12.50	0.00	0.00	24.00	0.00	
Falk, Darin H											
01/01/2018	01/07/2018	0.00	3.00	7.75	9.75	4.50	0.00	0.00	25.00	0.00	
01/08/2018	01/14/2018	9.00	8.50	8.00	8.00	6.00	0.00	0.00	39.50	0.00	
01/15/2018	01/21/2018	13.75	12.50	8.00	8.00	0.00	0.00	0.00	42.25	0.00	
01/22/2018	01/28/2018	13.00	12.50	7.00	7.00	8.25	0.00	3.00	50.75	0.00	
01/29/2018	02/04/2018	12.50	12.50	12.50	0.00	0.00	0.00	0.00	37.50	0.00	
Troncoso, Daniel L											
01/01/2018	01/07/2018	0.00	4.50	0.00	0.00	0.00	0.00	0.00	4.50	0.00	
01/08/2018	01/14/2018	0.00	0.00	0.00	0.00	0.00	0.00	6.00	6.00	0.00	
01/15/2018	01/21/2018	5.00	0.00	0.00	0.00	0.00	12.50	14.50	32.00	0.00	
01/22/2018	01/28/2018	0.00	0.00	5.50	8.50	4.50	12.50	12.50	43.50	0.00	
Armed CPO-REGULAR											
				412.00	Regular Hours	at		29.41			12,116.92

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: 8655240
Amount Due: \$12,558.07
Invoice Date: 01/31/2018
Terms: Payment Due 30 Days
Due Date: 03/02/2018
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: poinfo@usa.g4s.com
Other inquiries: billinghelp@usa.g4s.com

Services Rendered for: 01/01/2018 through 01/31/2018

<u>Week Begin</u>	<u>Week End</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Total Hours</u>	<u>Other Qty</u>	<u>Amount (\$)</u>
Subtotal									427.00		12,558.07
Invoice Total											12,558.07

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	DKMG invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve DKMG invoice 98 in the amount of \$13,250.00		
DISCUSSION:	In October 2017 the board engaged DKMG for airline lease consulting services. The attached invoice is within the scope of work and part of the compensation structure that was agreed to in the contract.		
FISCAL IMPACT:	\$13,250.00		
ATTACHMENTS:	Invoice 104		
STAFF CONTACT:	Ty Minnick tminnick@gjairport.com 970-248-8593		

**DKMG****Consulting LLC**750 12th Street
Wilmette IL 60091

Invoice

Date	Invoice No.
02/01/18	104
Project	
GJT Airline Neg-Task 1 Fixed Fee	

Bill To:Ty Minnick
Finance Director
2828 Walker Field Drive
Grand Junction, CO 81506

Item	Description	Hours	Rate	Amount
Julie Mattlin, Labor	Develop the first draft of financial model	48	250.00	12,000.00
Rhona DiCamillo, Labor	Assist with model and participate on calls	5	250.00	1,250.00
<div>1-50-240 JY JS</div>				
Total				\$13,250.00

Budget	\$40,000.00
Invoiced to Date	\$21,500.00
Remaining Balance	\$18,500.00

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Taxiway A Rehabilitation (Design and Bidding)-Garver Invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approval of Garver Invoice No. 17081934-2		
LAST ACTION:	GJRAA Board approved the Work Order at the December 2017 Regular Meeting.		
DISCUSSION:	The invoice includes work by Garver on the Taxiway A Rehab project design through January 26 as a progress billing. Work included efforts on the Engineering Design Report. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.		
FISCAL IMPACT:	\$12,339.13 FAA \$1,371.02 GJRA-Budgeted Dollars \$13,710.15 Total		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Garver Invoice No. 17081934-2		
STAFF CONTACT:	Eric Trinklein etrinklein@gjairport.com Office: 970-248-8597		



3010 Gaylord Parkway
Suite 190
Frisco, TX 75034
TEL 972.377.7480
FAX 972.377.8380
www.GarverUSA.com

INVOICE

Eric Trinklein
Grand Junction Regional Airport Authority
800 Eagle Drive
Grand Junction, CO 81506

February 2, 2018
Project No: 17081934
Invoice No: 17081934-2

Project: GJT Taxiway Alpha Rehabilitation

Professional Engineering Services through January 26, 2018

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Geotechnical Services	0.00%	\$13,049.00	\$0.00	\$0.00	\$0.00
Surveying Services	0.00%	\$9,500.00	\$0.00	\$0.00	\$0.00
Engineering Design Report	41.64%	\$45,051.00	\$18,759.55	\$5,049.40	\$13,710.15
Final Design	0.00%	\$63,400.00	\$0.00	\$0.00	\$0.00
Bidding Services	0.00%	\$15,900.00	\$0.00	\$0.00	\$0.00
Totals		\$146,900.00	\$18,759.55	\$5,049.40	\$13,710.15
Total Amount This Invoice					\$13,710.15

Authorized by: Colin Bible

Colin Bible, PE
Project Manager

AP
2-80-110
5059
ty

EJT

**GRAND JUNCTION REGIONAL AIRPORT
TAXIWAY ALPHA REHABILITATION**



ENGINEERING DESIGN REPORT

Professional Services through 1/25/18

Invoice No 17081934-2

WORK TASK DESCRIPTION	Estimated Amount	Percent Complete	Total Billed to Date	Previous Billings	Current Billing
1. Project Management					
Project Kickoff Meeting with Design Team	\$1,093.00	100.00%	\$1,093.00		\$1,093.00
Attend Airport Board Meetings (1 Meeting)	\$4,520.00	0.00%	\$0.00		\$0.00
Subtotal - Project Management	\$5,613.00	19.47%	\$1,093.00	\$0.00	\$1,093.00
2. Civil Engineering					
Prepare for Predesign Conference	\$932.00	100.00%	\$932.00	\$932.00	\$0.00
Conduct Predesign Conference	\$3,390.00	100.00%	\$3,390.00	\$3,390.00	\$0.00
Prepare for Project Kickoff Meeting	\$224.00	100.00%	\$224.00		\$224.00
Conduct Project Kickoff Meeting and Site Visit	\$3,955.00	100.00%	\$3,955.00		\$3,955.00
Coordinate with Airport Staff	\$1,792.00	25.00%	\$448.00		\$448.00
Coordinate with FAA	\$448.00	25.00%	\$112.00		\$112.00
Coordinate with Engineer for 27 1/4 Road for Phasing/Timeline	\$224.00	25.00%	\$56.00		\$56.00
Coordinate with Surveyor	\$224.00	100.00%	\$224.00		\$224.00
Coordinate with Geotechnical Engineer	\$448.00	100.00%	\$448.00		\$448.00
Submit Environmental Categorical Exclusion	\$367.00	0.00%	\$0.00		\$0.00
Record Research	\$546.00	100.00%	\$546.00		\$546.00
Analyze Survey Data	\$546.00	100.00%	\$546.00		\$546.00
Process Survey Data and Prepare Basemap	\$572.00	100.00%	\$572.00		\$572.00
Analyze Geotechnical Data	\$789.00	0.00%	\$0.00		\$0.00
Subtotal - Civil Engineering	\$14,457.00	79.22%	\$11,453.00	\$4,322.00	\$7,131.00
3. Prepare Engineer Design Report					
Executive Summary	\$448.00	25.00%	\$112.00		\$112.00
Background and History	\$385.00	25.00%	\$96.25		\$96.25
Scope Description, Design Criteria, Schematic Layouts, Alt. Solutions	\$2,184.00	25.00%	\$546.00		\$546.00
Design Asphalt Taxiway Pavement Section Alternatives in FAARFIELD (Up to 2)	\$1,414.00	50.00%	\$707.00		\$707.00
Taxiway A Typical Sections (Up to 2)	\$1,404.00	50.00%	\$702.00		\$702.00
Geometric Layout of Taxiway A	\$1,180.00	50.00%	\$590.00		\$590.00
Profile of Taxiway A	\$1,118.00	25.00%	\$279.50		\$279.50
Develop Construction Phasing Options	\$2,012.00	50.00%	\$1,006.00		\$1,006.00
Engineer's Opinion of Probable Costs	\$1,440.00	50.00%	\$720.00		\$720.00
QC Review	\$1,237.00	0.00%	\$0.00		\$0.00
Finalize and Submit Draft Report	\$1,538.00	0.00%	\$0.00		\$0.00
Prepare for and Conduct Draft Report Review Meeting (Conference Call)	\$789.00	0.00%	\$0.00		\$0.00
Incorporate Review Comments and Complete Report	\$2,558.00	0.00%	\$0.00		\$0.00
Subtotal - Prepare of Engineer Design Report	\$17,707.00	26.87%	\$4,758.75	\$0.00	\$4,758.75
4. Direct Non-Labor Expenses					
Non-Labor Direct Expenses	\$7,274.00	20.00%	\$1,454.80	\$727.40	\$727.40
Subtotal - Non-Labor Expenses	\$7,274.00	20.00%	\$1,454.80	\$727.40	\$727.40
Total Fee:	\$43,051.00	41.64%	\$18,759.55	\$5,049.40	\$13,710.15

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Pay Request-Passenger Boarding Bridge		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approve payment of Mead & Hunt Invoice No. 275713.		
LAST ACTION:	Board executed design contract 7/18/17.		
DISCUSSION:	<p>This invoice is the progress billing for the design of the Passenger Boarding Bridge Installation located at Gate 1.</p> <p>Work completed this phase includes project management and completion of a portion of the construction document phase.</p> <p>Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.</p>		
FISCAL IMPACT:	\$20,440.35 – Budgeted dollars		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 275713		
STAFFCONTACT:	Eric Trinklein etrinklein@gairport.com 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

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

January 16, 2018

Project No: R2331300-171867.01

Invoice No: 275713

Project R2331300- GJT Passenger Boarding Bridge Design
171867.01

7/18/17 Work Order No. 2

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

Fee

Phase	Fee	Percent Complete	Earned	Current
Project Management	9,441.00	88.6474	8,369.20	2,747.35
SD	75,829.00	100.00	75,829.00	0.00
CD	95,385.00	76.4769	72,947.50	17,693.00
Permit and Bid	6,286.00	0.00	0.00	0.00
Total Fee	186,941.00		157,145.70	20,440.35
		Previous Fee Billing	136,705.35	
	Total			20,440.35
		Total this invoice		\$20,440.35

ENTERED
FEB 02 2018

1-20101

JY JP

GJT

GJT Gate 1 PBB Schedule of Values
A-E Services

1/9/2018

Contract Amount % Complete Billed Amount Previous Billings Current Invoice

Task 1 - Project Management

Project Initiation	\$ 954.00	100%	\$ 954.00	\$ 954.00	\$ -
Project Management	\$ 5,359.00	80%	\$ 4,287.20	\$ 2,947.45	\$ 1,339.75
Quality Control	\$ 3,128.00	100%	\$ 3,128.00	\$ 1,720.40	\$ 1,407.60
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 9,441.00	88.6474%	\$ 8,369.20	\$ 5,621.85	\$ 2,747.35

Task 2 - Schematic Design

Site Survey & Concept Meeting	\$ 43,842.00	100%	\$ 43,842.00	\$ 43,842.00	\$ -
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	100.0000%	\$ 75,829.00	\$ 75,829.00	\$ -

Task 4 - Construction Documents

Specifications	\$ 10,534.00	90%	\$ 9,480.60	\$ 7,373.80	\$ 2,106.80
Develop Construction Drawings	\$ 68,401.00	90%	\$ 61,560.90	\$ 47,880.70	\$ 13,680.20
90% Review Meeting	\$ 1,906.00	100%	\$ 1,906.00	\$ -	\$ 1,906.00
Final Design Meeting	\$ 7,240.00	0%	\$ -	\$ -	\$ -
	\$ 88,081.00	82.8187%	\$ 72,947.50	\$ 55,254.50	\$ 17,693.00

Task 5 - Permit Processing

Permit Processing	\$ 3,186.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 3,186.00	0.0000%	\$ -	\$ -	\$ -

Task 6 - Bidding

Bidding Assistance	\$ 10,404.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 10,404.00	0.0000%	\$ -	\$ -	\$ -

Summary AE Services (Rounded)	\$ 186,941.00	84.06%	\$ 157,145.70	\$ 136,705.35	\$ 20,440.35
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Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Pay Request-Terminal Building Renovations		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approve payment of Mead & Hunt Invoice No. 275714.		
LAST ACTION:	Board executed design contract 8/18/17.		
DISCUSSION:	<p>This invoice is the progress billing for the terminal building renovations for work completed through December 31.</p> <p>Work completed under this invoice includes completion of the Conceptual Design. Bidding packages are anticipated for the Escalator Replacement Project and selected portions of the Roof Replacement Project will be completed in January 2018.</p> <p>Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.</p>		
FISCAL IMPACT:	\$19,252.68 – Budgeted dollars		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 275714		
STAFFCONTACT:	Eric Trinklein etrinklein@gairport.com 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

January 16, 2018

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

Project No: R2331300-171869.01
Invoice No: 275714

Project R2331300- GJT Terminal Building Renovations
171869.01

8/18/17 Task Order #3

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

Fee

Phase	Fee	Percent Complete	Earned	Current
Project Management	29,150.00	22.9722	6,696.40	2,284.20
Concept Design	115,158.00	100.00	115,158.00	0.00
Schematic Design	99,324.00	8.08	8,025.40	4,012.70
Design Development	159,318.00	6.6273	10,558.56	5,279.28
Construction Documents	256,324.00	6.6278	16,988.58	7,676.50
Permit and Bid	19,099.00	0.00	0.00	0.00
Total Fee	678,373.00		157,426.94	19,252.68
		Previous Fee Billing	138,174.26	
	Total			19,252.68
		Total this invoice		\$19,252.68

Outstanding Invoices

Number	Date	Balance
275113	12/18/2017	41,367.24
Total		41,367.24

ENTERED
FEB 01 2018
FEB 02 2018

1-20101
79

AP

G. K. Tunkler

GJT Terminal Renovations Schedule of Values
A-E Services

1/9/2018

Contract Amount % Complete Billed Amount Previous Billings Current Invoice

Task 1 - Project Management

Project Initiation	\$ 1,908.00	100%	\$ 1,908.00	\$ 1,908.00	\$ -
Project Management	\$ 22,842.00	20%	\$ 4,568.40	\$ 2,284.20	\$ 2,284.20
Quality Control	\$ 4,400.00	5%	\$ 220.00	\$ 220.00	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 29,150.00	22.97%	\$ 6,696.40	\$ 4,412.20	\$ 2,284.20

Task 2 - Concept Design

Site Survey & Concept Meeting	\$ 38,641.00	100%	\$ 38,641.00	\$ 38,641.00	\$ -
Concept Design Meeting	\$ 14,589.00	100%	\$ 14,589.00	\$ 14,589.00	\$ -
Develop Concept Plans and Narrative	\$ 61,928.00	100%	\$ 61,928.00	\$ 61,928.00	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 115,158.00	100.00%	\$ 115,158.00	\$ 115,158.00	\$ -

Task 3 - Schematic Design

Refine Concept, Finishes, and Code Review	\$ 22,082.00	10%	\$ 2,208.20	\$ 1,104.10	\$ 1,104.10
Develop Schematic Plans	\$ 58,172.00	10%	\$ 5,817.20	\$ 2,908.60	\$ 2,908.60
Develop Preliminary OPCC	\$ 9,088.00	0%	\$ -	\$ -	\$ -
Schematic Design meeting	\$ 9,982.00	0%	\$ -	\$ -	\$ -
	\$ 99,324.00	8.08%	\$ 8,025.40	\$ 4,012.70	\$ 4,012.70

Task 4 - Design Development

Finalize Building layout and Code Requirements	\$ 12,140.00	8%	\$ 971.20	\$ 485.60	\$ 485.60
Develop DD Level Plans and Specifications	\$ 119,842.00	8%	\$ 9,587.36	\$ 4,793.68	\$ 4,793.68
Update OPCC	\$ 8,472.00	0%	\$ -	\$ -	\$ -
Progress and Final DD Meetings	\$ 18,864.00	0%	\$ -	\$ -	\$ -
	\$ 159,318.00	6.63%	\$ 10,558.56	\$ 5,279.28	\$ 5,279.28

Task 5 - Construction Documents

Specifications	\$ 39,568.00	7%	\$ 2,769.76	\$ 1,187.04	\$ 1,582.72
Develop Construction Drawings	\$ 203,126.00	7%	\$ 14,218.82	\$ 8,125.04	\$ 6,093.78
90% Review Meeting	\$ 6,720.00	0%	\$ -	\$ -	\$ -
Final Design Meeting	\$ 6,910.00	0%	\$ -	\$ -	\$ -
	\$ 256,324.00	6.63%	\$ 16,988.58	\$ 9,312.08	\$ 7,676.50

Task 6 - Permit Processing

Permit Processing	\$ 10,716.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 10,716.00	0.00%	\$ -	\$ -	\$ -

Task 7 - Bidding

Bidding Assistance	\$ 8,383.00	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ 8,383.00	0.00%	\$ -	\$ -	\$ -

Summary AE Services (Rounded)	\$ 678,373.00	23.21%	\$ 157,426.94	\$ 138,174.26	\$ 19,252.68
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Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	TSA Security Equipment Relocation, 3 rd Floor Terminal Building		
PURPOSE:	Information <input checked="" type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve the Executive Director to sign the attached proposal, and approves the expenditure of funds as proposed once the work is completed.		
LAST ACTION:	None		
DISCUSSION:	<p>The TSA announced plans to reduce their leased office space on the third floor of the terminal building several years ago. Recently staff was asked by the TSA if GJRA would be willing to manage several projects on their behalf to expedite TSA's departure from the space. Staff has worked with both the TSA and GSA to come to an agreement for GJRA to manage the projects which includes reimbursement of the project expenditures along with a fee for GJRA staff time. The larger component of the work is the relocation of the security system in the space. The relocation of the equipment must be completed by a factory certified installation company which in this case is Beacon Communications, LLC. Beacon Communications is the sole source provider and was contacted to submit a proposal for this project. The proposed total for all of the security work is \$16,694.00 which will be reimbursed to GJRA by GSA after project completion. The timeline for the project once the proposal is accepted is approximately six weeks for the work to be completed.</p>		
FISCAL IMPACT:	Initially \$16,694.00 to be reimbursed by GSA after project completion.		
ATTACHMENTS:	Beacon Proposal # 121317MYA		
STAFF CONTACT:	Ben Peck bpeck@gjairport.com (970) 248-8589		



Proposal #121317MYA

3211 S. Zuni Street Δ Englewood CO, 80110
Ph: 303-750-6500 Δ Fx: 303-750-6400
www.beaconcom.com

Project: TSA Walker Field Grand Junction

Submitted on: December 13, 2017

Submitted to:

Ty Minnick
Grand Junction Airport
800 Eagle Drive
Pueblo, CO 81506
Phone # (970) 248-8593
Email tminnick@gjairport.com

Proposed Systems:

- IDS Modifications
- ACS Modifications
- CCTV System Modifications
- Aiphone Intercom Modifications
- Duress/Panic Button Modifications

System Scope of Work and Pricing

Beacon Communications, LLC is pleased to offer the following proposal for the TSA Walker Field project located in Grand Junction, CO. This proposal includes pricing for the equipment and labor based on the scope of work document dated November 6, 2017.

System Overview:

Intrusion Detection System (IDS) modifications:

Beacon will Demo the existing ceiling mounted motion detectors in rooms 322, 323, 324, 325, 327 and 328. Beacon will also demo the alarm keypad inside the hall door to room 323. Beacon will completely remove the cabling from these devices.

Beacon will relocate the demoed keypad just inside the hall entry door to reception 302. There will be (5) security zones created in the IDS panel and the motion detectors and door contacts will be assigned to. From the alarm keypads, you will be able to arm/disarm each zone independently of the others.

Beacon will reprogram the IDS for the 5 security zones and test with FPS Denver Mega Center.

TSA will need to provide Beacon with the Mega Center Alarm Requirements to fill out and complete with the TSA point of contact person.

Beacon is not providing any replacement equipment or devices as part of this proposal. All existing equipment is expected to be in good working order. Should any equipment or devices need to be repaired or replaced this is not included in this proposal and will be addressed as a change order.

Access Control System (ACS) modifications:

Beacon will demo the existing scramble pad card readers and rex motion detectors at entry doors to rooms 322, 323, 324 and 325. Beacon will return this equipment to TSA. The existing electric strikes and door contacts will not be removed so that there are not any holes left in the existing door frames and so that the doors can be mechanically locked. The cabling to these card reader doors will be completely removed.

Beacon will remove doors 322, 323, 324 and 325 from the Velocity software on the existing PC. Beacon will verify that the remaining doors in the system are connected to the ACS and will test them to determine if they are functioning properly. Beacon is not providing any replacement equipment or devices as part of this proposal. All existing equipment is expected to be in good working order. Should any equipment or devices need to be repaired or replaced this is not included in this proposal and will be addressed as a change order.

Beacon will remount the electric strike on stairwell 351 so that there is not so much play in the door.

CCTV System upgrades:

Beacon will confirm with GJT/TSA if the existing (3) cameras outside of rooms 322, 323 and 325 need to be demoed. If it is decided that these cameras are to be demoed the cameras and the cabling to these cameras will be completely removed.

Beacon will relocate the existing 32" CCTV monitor inside room 325 to inside room 315. Beacon will contract with McAtlin Electrical Corp to provide and install conduit pathway and 120vac outlet in room 315 at the monitor location.

Beacon is not providing any replacement equipment or devices as part of this proposal. All existing equipment is expected to be in good working order. Should any equipment or devices need to be repaired or replaced this is not included in this proposal and will be addressed as a change order.

Aiphone Intercom modifications:

Beacon will demo the existing Aiphone video intercom door station at the entry door to room 325. Beacon will return this equipment to TSA.

Beacon will check the programming for the ability to release the outer reception door 302 from the master station inside office 303. Beacon will verify that this door can be remotely released.

Beacon is not providing any replacement equipment or devices as part of this proposal. All existing equipment is expected to be in good working order. Should any equipment or devices need to be repaired or replaced this is not included in this proposal and will be addressed as a change order.

Duress/Panic Buttons modifications:

Beacon will demo the existing amber strobe light in room 323, outside the hall entry door to room 325 and in the lobby 301. Beacon will completely remove the cabling from these devices.

Beacon will relocate the (1) of the amber strobe lights to outside reception room 302.

Beacon will relocate the (1) existing duress button in room 316 to the cubicle area in room 303. Since this is a hardwired duress button it will need to be located somewhere along the wall where the existing cabling for the Aiphone master station is located.

Beacon is not providing any replacement equipment or devices as part of this proposal. All existing equipment is expected to be in good working order. Should any equipment or devices need to be repaired or replaced this is not included in this proposal and will be addressed as a change order.

Project Notes:

Applicable taxes and Use Tax, fees are not included in this proposal. Should they be required then there will be additional charges added to this proposal in the form of a change order. Permits are not required for low voltage cabling or security systems.

Beacon will not be providing any shop or as built drawings as part of this proposal. Should any drawings be required then there will be additional charges that will be added to the contract in the form of a change order.

Beacon will not be attending any on site project meetings unless they happen to coincide with the time we are already onsite performing work. Beacon can attend any project meetings that are required by conference call.

This proposal is based upon Beacon sending two technicians to the site for one week to perform the majority of the work. Beacon will send technicians back for a second trip to finish any work and perform any punch list items at that time. Should problems arise with the project that is not within Beacon's control and additional trip to the job site are required then there will be additional trip charges in the form of a change order.

Furnish Beacon a copy of the project schedule with appropriate updates for our use to schedule manpower and lead-time for equipment.

Keep Beacon advised as to inspection dates, completion dates, changes in the work, other contractor coordination, etc., in a timely manner.

IDS Modifications with Duress/Panic Button Modifications

Project Management	\$608.00
Labor for IDS Modifications	\$2,280.00
Labor for Duress/Panic Button Modifications	\$760.00
Travel	\$1,742.00
Mileage	\$562.00
Per Diem	\$560.00
Total	\$6,512.00

ACS Modifications with Aiphone Intercom Modifications

Project Management	\$285.00
Labor for ACS Modifications	\$1,140.00
Aiphone Intercom Modifications	\$285.00
Travel	\$1,742.00
Mileage	\$562.00
Per Diem	\$263.00
Total	\$4,277.00

CCTV Modifications

Project Management	\$228.00
Labor for ACS Modifications	\$1,140.00
Electrical Contractor	\$2,023.00
Travel	\$1,742.00
Mileage	\$562.00
Per Diem	\$210.00
Total	\$5,905.00

Grand Total \$16,694.00

Proposal Inclusions and Exclusions:

	Proposal Includes	Proposal Excludes		Proposal Includes	Proposal Excludes
System Equipment	X		Conduit		X
Device Termination	X		Sleeves		X
System Cable	X		Electrical Back boxes		X
Cable Installation	X		J-Hook or Bridle Rings		X
Cable Tray or Ladder Rack		X	120V Requirements		X
Submittals (shop drawings)		X	Grounding Bus Bar		X
Headend Termination	X		Bus Bar Grounding Conductor		X
System Programming	X		Fire Blocking (i.e. Fire Caulk)		X
Testing	X		Applicable Permits		X
Owner training		X	Applicable Taxes		X
Prevailing Wage or Davis Bacon Labor Rates		X	Applicable Fees		X
PC for Velocity Workstation		X	Freight to Job Site	X	
One Year Equipment Warranty		X	Termination of Equipment Provided by Others		X

Extended Warranty		X	Routers or network switches		X
Software Maintenance Agreement		X			

Proposal Qualifiers:

1. This proposal is based only upon devices noted herein. Any requirement for additional devices, equipment, wire or labor will be addressed in a separate proposal.
2. This proposal does not include furnishing or installing any other system.
3. This proposal is based upon our ability to store cable and equipment on site in a lockable room.
4. This proposal is based upon normal business hours and work week (7:30am to 4:30pm Monday through Friday). Evenings, weekend and holiday work is to be addressed in a separate proposal.

Conditions of Sale:

The proposed special systems equipment information within this document is to be regarded as proprietary. The material contained therein shall not be duplicated in all or part without the written authorization from Beacon Communications, LLC.

Limited Liabilities:

In no event shall Beacon Communications, LLC be liable or responsible for direct, indirect, special, incidental, or consequential damages of any kind including, without limitation, revenues or profits lost as a result of non-performance of the products or any facilities using the products, even if Beacon Communications, LLC has been advised of the possibility of such damages.

Beacon Communications, LLC does not represent that products sold under this agreement will prevent loss by fire or otherwise, or that the products will in all cases provide protection for which they are installed or intended. The buyer acknowledges that Beacon Communications, LLC is not an insurer and assumes no risk for any loss or damage to life or property, direct, indirect, or consequential, arising out of the use or, failure of, or inability to use these products. Furthermore, Beacon Communications, LLC shall not be liable for any personal injury or loss of life which arises in the course of, or as a result of, use of these products or repair of existing products.

Lead Based Paint and Asbestos:

This proposal assumes that all responsibilities related to the identification, isolation, sealing and/or abatement of lead based paint and/or asbestos are provided by others. Furthermore, this proposal does not include funds for such work or the management of such work. It is the sole responsibility of the proposed to notify Beacon Communications, LLC if such work has not been assigned so that a separate proposal for these measures can be generated. Beacon Communications, LLC complies with all requirements of EPA 40 CFR part 745, Lead; Renovation, Repair, and Painting Program and EPA part 763-Asbestos.

Equipment Warranty:

Beacon Communications, LLC warrants products sold under this agreement for a period of twelve (12) months from date of purchase or as specified by the manufacturer. Beacon Communications, LLC' obligation under this warranty is limited to repairing or replacing any part of the products sold under this agreement that we agree is defective in materials or workmanship under normal use and service during the warranty period.

This warranty is void if products have been altered or subjected to misuse, neglect, accident, damage or improper repair (including repair by non-certified personnel).

Warranty repair can be arranged by calling 303-750-6500 during normal business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday.

Terms

Beacon Communications, LLC will progressively invoice for labor and material (both stored and installed) each month. Payment is expected net 30 days from date of invoice. Beacon Communications, LLC reserves all lien rights under the provisions and laws of the State of Colorado.

This proposal is valid until February 28, 2018..

I hope that the above meets with your satisfaction. Please contact me should any questions or concerns arise.

Respectfully,

Mike Young
Security Sales Engineer

Acceptance of Proposal # 121317MYA

The above prices, scope of work and conditions are satisfactory and are hereby accepted. You are authorizing Beacon to perform the work and payment will be made as outlined per the terms stated above.

Signature of Approval_____

Date of Approval_____ **Purchase Order No.**_____

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Audit Committee appointment		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Audit Committee recommends the appointment of Steve Hovland to the Audit Committee.		
LAST ACTION:	One member of the Audit Committee stepped down in January 2018.		
DISCUSSION:	Steve is well versed in accounting principles, objective, a listener and stays current with AICPA standards. He has expressed an interest in serving on this committee and has about 14 years in audit work, mostly around this region.		
CONTACT:	Tom Benton Email: tbenton@gjairport.com		

JANUARY 2018 PERFORMANCE

FINANCIAL RESULTS

Assets –The net increase in cash is from the collection of the \$1,500,000 of accounts receivable from the FAA from the 12/31/16 balance, there was also a pay down of capital accounts payable of approximately \$800,000. Restricted cash increase is consistent with PFC collections.

Liabilities – As discussed in the asset section, there was a pay down of capital payable of approximately \$800,000 in the normal course of business.

Operating Revenue – Total operating revenue is consistent with budget and prior year with a total of approximately \$495,000.

Operating Expense – The operating expenses are consistent with budget and prior year with minor variances in compensation due to the budget of 29 employees versus actual of 27 employees. All other expense amounts appear to be reasonable compared to budget resulting in a net operating income of \$150,000.

Non-operating Revenue – Amounts are consistent with actual and budget resulting in excess revenue for the month of approximately \$200,000.

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

	1/31/2018	12/31/2017
Current assets		
Cash and cash equivalents	8,368,724	7,523,320
Accounts receivable & prepaid expense	862,359	2,368,824
Total current assets	9,231,083	9,892,144
Restricted assets		
Bond project & restricted cash	11,613,188	11,526,246
Pension deferred outflow	847,415	847,415
Capital assets, net	60,304,804	60,304,804
Total non-current assets	72,765,407	72,678,465
Total assets	81,996,490	82,570,609
Current liabilities		
Accounts payable & accrued expenses	1,743,100	2,520,468
Current portion of note payable	449,158	449,158
Current portion of bonds payable	871,791	871,791
Total current liabilities	3,064,049	3,841,417
Non-current liabilities		
Net pension liability	3,038,815	3,038,815
Pension deferred inflow	165,052	165,052
Note payable, net of current portion	229,673	229,673
Bonds payable, net of current portion	19,960,687	19,960,687
Total non-current liabilities	23,394,227	23,394,227
Total liabilities	26,458,276	27,235,644
Net position		
Net investment in capital assets	38,793,495	38,793,495
Restricted for debt service and capital assets	10,950,371	10,879,746
Unrestricted	5,794,348	5,661,724
Total net position	55,538,214	55,334,965
Total liabilities and net position	81,996,490	82,570,609

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

	Actual 1/31/2018	Budget 1/31/2018	Actual 1/31/2017
Operating revenue			
Aeronautical revenue			
Passenger airline revenue			
Passenger airline landing fees	45,885	36,200	42,167
Terminal rent	98,487	98,500	98,487
Other (boarding bridge)	7,700	3,700	3,950
Total passenger airline revenue	152,072	138,400	144,604
Non-passenger airline revenue			
Non-passenger landing fees	11,444	7,400	7,405
Cargo and hangar rentals	4,287	4,300	4,219
Fuel tax & flowage fees	37,941	50,100	49,763
Other (ramp parking, rapid refuel)	660	100	120
Total non-passenger airline revenue	54,332	61,900	61,507
Total aeronautical revenue	206,404	200,300	206,111
Non-aeronautical revenue			
Land and building leases	57,082	57,081	56,143
Terminal - restaurant & retail	9,995	9,600	9,844
Terminal - other	21,296	15,900	21,296
Rental cars	87,088	95,000	78,140
Parking and ground transportation	109,717	112,800	112,772
Other (security fee, overtime fee, etc)	3,383	6,300	5,286
Total non-aeronautical revenue	288,561	296,681	283,481
Total operating revenues	494,965	496,981	489,592
Operating expenses			
Personnel compensation and benefits	159,451	174,722	164,512
Communications and utilities	30,978	35,868	31,749
Supplies and materials	41,271	43,894	51,313
Contract services	69,420	69,012	88,440
Repairs & maintenance	19,049	20,325	15,253
Insurance	7,993	7,993	7,598
Other (travel, marketing, air service, etc)	14,554	14,450	26,225
Total operating expenses	342,716	366,264	385,090
Operating gain (loss)	152,249	130,717	104,502
Non-operating revenues (expenses)			
Passenger facility charges	61,501	58,800	57,669
Interest income	11,644	6,400	2,692
Interest expense	(70,634)	(70,635)	(74,700)
Customer facility charges	23,408	40,000	39,984
Capital contributions	30,572	-	-
Capital expenditure	(5,488)	-	-
Total non-operating revenue	51,003	34,565	25,645
Excess of revenues over (under) expense	203,252	165,282	130,147

GRAND JUNCTION REGIONAL AIRPORT ACTIVITY REPORT

Report Date: 1/31/2018
PY Comparison Date: 1/31/2017

. January, 2018

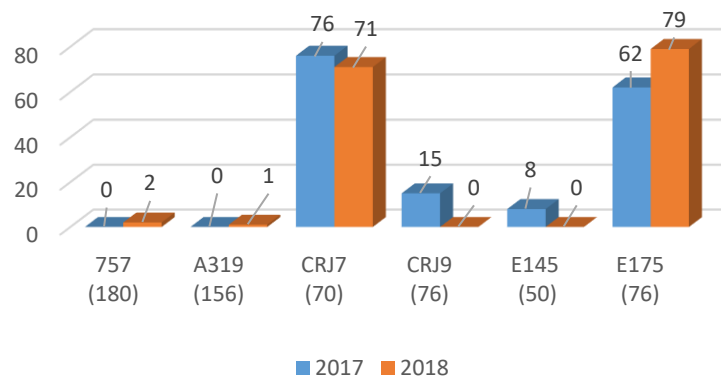
CURRENT MONTH				YEAR-TO-DATE		
PASSENGER ENPLANEMENTS:	2017	2018	PERCENT CHANGE	2017	2018	PERCENT CHANGE
AMERICAN (TOTAL)	8,445	7,444	-11.85%	8,445	7,444	-11.85%
ALLEGiant (TOTAL)	1,259	1,148	-8.82%	1,259	1,148	-8.82%
UNITED (TOTAL)	4,152	4,033	-2.87%	4,152	4,033	-2.87%
DELTA (TOTAL)	3,266	2,899	-11.24%	3,266	2,899	-11.24%
DENVER AIR CONNECTION (TOTAL)	657	751	14.31%	657	751	14.31%
SWIFT AIR (TOTAL)	-	-	N/A	-	-	N/A
SunCountry Charter	-	-	N/A	-	-	N/A
Misc Charters	-	-	0.00%	-	-	N/A
TOTAL ENPLANEMENTS	17,779	16,275	-8.46%	17,779	16,275	-8.46%
TOTAL SEAT CAPACITY	24,460	23,374	-4.44%	24,460	23,374	-4.44%
PASSENGER DEPLANEMENTS:	2017	2018	CHANGE	2017	2018	CHANGE
AMERICAN (TOTAL)	7,592	7,224	-4.85%	7,592	7,224	-4.85%
ALLEGiant	1,139	1,116	0.00%	1,139	1,116	-2.02%
UNITED (TOTAL)	4,790	4,550	-5.01%	4,790	4,550	-5.01%
DELTA (TOTAL)	3,141	3,054	-2.77%	3,141	3,054	-2.77%
DENVER AIR CONNECTION (TOTAL)	657	771	17.35%	657	771	17.35%
SWIFT AIR (TOTAL)	-	-	N/A	-	-	N/A
SunCountry Charter	-	-	N/A	-	-	N/A
TOTAL DEPLANEMENTS	17,319	16,715	-3.49%	17,319	16,715	-3.49%
2017 Deplanement data contains estimates						
TOTAL PASSENGERS	35,098	32,990	-6.01%	35,098	32,990	-6.01%
CURRENT MONTH				YEAR-TO-DATE		
LOAD FACTOR:(OUTBOUND ONLY)						CHANGE IN
AMERICAN (TOTAL)	84.79%	72.50%	-14.50%	84.79%	72.50%	PERCENT -14.50%
ALLEGiant	69.33%	76.84%	10.84%	69.33%	76.84%	10.84%
UNITED (TOTAL)	63.78%	72.67%	13.94%	63.78%	72.67%	13.94%
DELTA (TOTAL)	67.20%	65.89%	-1.96%	67.20%	65.89%	-1.96%
DENVER AIR CONNECTION (TOTAL)	50.00%	45.19%	-9.63%	50.00%	45.19%	-9.63%
GJT TOTAL	72.69%	69.63%	-4.21%	72.69%	69.63%	-4.21%

GRAND JUNCTION REGIONAL AIRPORT ACTIVITY REPORT

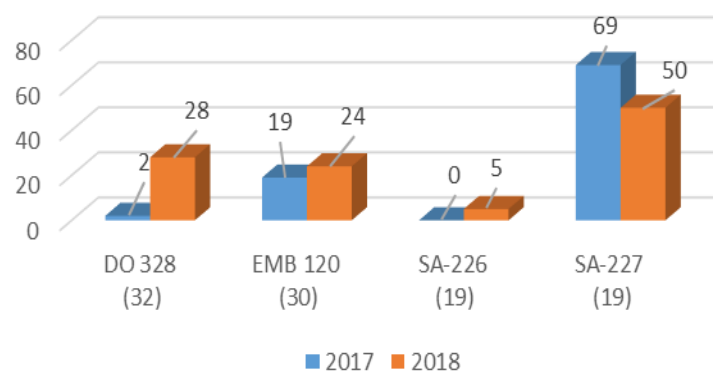
January 31, 2018	CURRENT MONTH			YEAR-TO-DATE		
AIR FREIGHT ON (LBS):	2017	2018	PERCENT CHANGE	2017	2018	PERCENT CHANGE
American	1,435	900	-37.28%	1,435	900	-37.28%
FedEx	302,255	286,075	-5.35%	302,255	286,075	-5.35%
KEY LIME AIR	33,670	36,111	7.25%	33,670	36,111	7.25%
United	-	2,014	N/A	-	2,014	N/A
Delta	-	121	N/A	-	121	N/A
TOTAL FREIGHT ON	337,360	325,221	-3.60%	337,360	325,221	-3.60%
AIR FREIGHT OFF (LBS):						
American	117	1,241	960.68%	117	1,241	960.68%
FedEx	468,912	376,623	-19.68%	468,912	376,623	-19.68%
KEY LIME AIR	56,520	63,108	11.66%	56,520	63,108	11.66%
United	-	733	N/A	-	733	N/A
Delta	-	241	N/A	-	241	N/A
TOTAL FREIGHT OFF	525,549	441,946	-15.91%	525,549	441,946	-15.91%
TOTAL AIR FREIGHT	862,909	767,167	-11.10%	862,909	767,167	-11.10%

Plane Types Landed

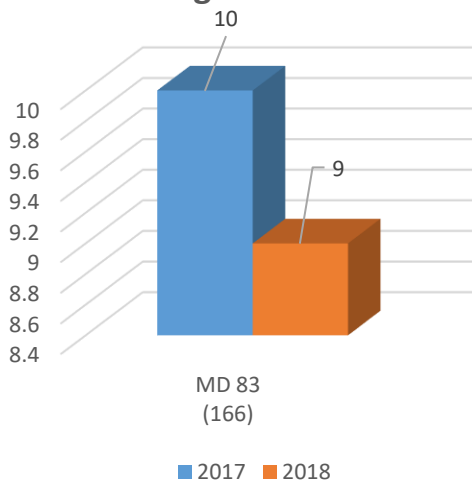
American Airlines



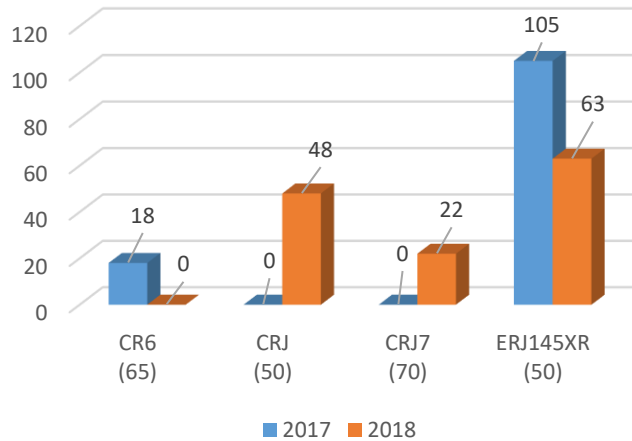
Denver Air Connection



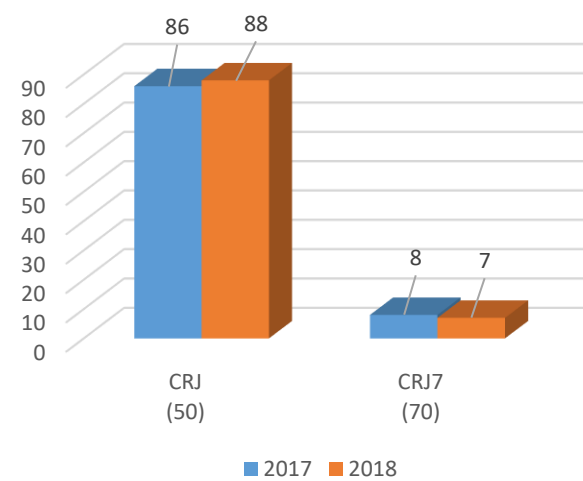
Allegiant Air



United Airlines



Delta Airlines



Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Pay Request-Runway 11/29 Replacement Project (Design Only)		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approve payment of Mead & Hunt Invoice No. 275414.		
LAST ACTION:	Design only contract was executed June 22, 2017.		
DISCUSSION:	<p>This invoice is the progress billing for the Runway Design. Progress this period includes continuing design efforts on the 30% Runway Design, RTR Grading Package, and 27 1/4 Road.</p> <p>Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.</p>		
FISCAL IMPACT:	<u>AIP 55</u> FAA \$148,001.72 CDOT \$8,222.31 GJRA \$8,222.33 budgeted dollars Total \$164,446.36	<u>AIP 56</u> FAA \$141,100.15 CDOT \$7,838.89 GJRA \$7,838.91 budgeted dollars Total \$156,777.95	
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 275414		
STAFFCONTACT:	Eric Trinklein etrinklein@gjairport.com 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

ENTERED

FEB 15 2018

Invoice

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

January 9, 2018

Project No:

R2331300-170312.02

Invoice No:

275414

Project R2331300-170312.02

GJT Runway 2017

5/16/17 Task Order No. 1

Professional Services from December 1, 2017 to December 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	100.00	77,491.50	0.00
Program Management	867,334.30	47.00	407,647.22	43,366.73
Pre-Design Elements - Runway Relocation	594,172.14	97.00	576,346.98	0.00
Design Overall Runway Relocation 30%	881,153.15	66.00	581,561.08	140,984.50
Remote Transmitter Receiver Grading Pack	175,482.80	69.00	121,083.13	15,793.45
27 1/4 Road Relocation Design	656,803.50	63.00	413,786.21	118,224.63
Design Overall Runway Relocation 60%	640,386.15	0.00	0.00	0.00
Total Fee	3,967,083.54		2,252,176.12	318,369.31
		Previous Fee Billing	1,933,806.81	
Total				318,369.31
		Total this Phase		\$318,369.31

Phase 000104 Land Acquisition

Continued communications with the BLM regarding the BLM's final environmental decision.

Professional Personnel

	Hours	Rate	Amount
Design/Const Manager	10.50	180.00	1,890.00
Totals	10.50		1,890.00
Total Labor			1,890.00
		Total this Phase	\$1,890.00

Phase 000107 Permitting and Agency Coordination

Continued coordination with Corps of Engineers on permitting requirements.

Project	R2331300- 170312.02	GJT Runway 2017	Invoice	275414
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Professional Personnel

	Hours	Rate	Amount	
Client/Strategy Manager	1.00	245.00	245.00	
Design/Const Manager	4.00	180.00	720.00	
Totals	5.00		965.00	
Total Labor				965.00
		Total this Phase		\$965.00
		Total this Invoice		\$321,224.31 ✓

Outstanding Invoices

Number	Date	Balance
275016	12/14/2017	552,794.66
Total		552,794.66

Project	R2331300-170312.02	GJT Runway 2017	Invoice	275414
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Billing Backup

Tuesday, January 9, 2018

Mead and Hunt, Inc.

Invoice 275414 Dated 1/9/2018

2:33:54 PM

Project	R2331300-170312.02	GJT Runway 2017
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Phase	000104	Land Acquisition
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Professional Personnel

		Hours	Rate	Amount	
Design/Const Manager					
Planner III					
0 - Hayes, Ryan	12/1/2017	1.50	180.00	270.00	
0 - Hayes, Ryan	12/4/2017	.50	180.00	90.00	
0 - Hayes, Ryan	12/5/2017	1.00	180.00	180.00	
0 - Hayes, Ryan	12/8/2017	1.50	180.00	270.00	
0 - Hayes, Ryan	12/13/2017	.50	180.00	90.00	
0 - Hayes, Ryan	12/14/2017	1.50	180.00	270.00	
0 - Hayes, Ryan	12/19/2017	1.00	180.00	180.00	
0 - Hayes, Ryan	12/21/2017	1.00	180.00	180.00	
0 - Hayes, Ryan	12/27/2017	1.00	180.00	180.00	
0 - Hayes, Ryan	12/28/2017	1.00	180.00	180.00	
Totals		10.50		1,890.00	
Total Labor					1,890.00
				Total this Phase	\$1,890.00

Phase	000107	Permitting and Agency Coordination
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Professional Personnel

		Hours	Rate	Amount	
Client/Strategy Manager					
Senior Client/Project Manager					
0 - Cary, Phillip	12/20/2017	1.00	245.00	245.00	
Design/Const Manager					
Planner III					
0 - Hayes, Ryan	12/1/2017	1.00	180.00	180.00	
0 - Hayes, Ryan	12/8/2017	1.50	180.00	270.00	
0 - Hayes, Ryan	12/18/2017	1.50	180.00	270.00	
Totals		5.00		965.00	
Total Labor					965.00

Total this Phase \$965.00

Total this Project \$2,855.00

Total this Report \$2,855.00

Compliance Checklist

PROJECT: GJT Grand Junction Airport Runway Design
MANAGER: Scott Cary
PREPARED BY: Jenny Lott
DATE: 1/9/2015
FOR MONTH OF: DECEMBER 2017

PROGRESS	DELIVERABLE	COMMENTS
TASK 100 SCOPE DEVELOPMENT		
Lump Sum		
COMPLETE	Scope of Services Detailed Outline	Complete
COMPLETE	Scope of Services	Complete
COMPLETE	Fee Estimate	Complete
COMPLETE	Schedule	Complete
COMPLETE	Blank Spreadsheet for Independent Fee Estimate in MS Excel	Complete
COMPLETE	Final Scope of Services, Fee Estimate, Negotiations, and Schedule	Complete
TASK 101 PROGRAM VALIDATION		
Lump Sum		
COMPLETE	Review Airfield per FAA AC 150/5300-13A Change 1 for Optimization	Complete
COMPLETE	High Speed Connectors	FAA Coordination complete
COMPLETE	Total Number / Location of Connectors	FAA Coordination complete
COMPLETE	Overlapping RSA Adjustments	Review will occur at each deliverable.
COMPLETE	Road / RPZ Considerations	Ongoing throughout process
COMPLETE	Confirm Aircraft Fleet Mix	Verbal discussion with FAA/Airport have informed design and will continue in future packages
COMPLETE	Confirm Airport Design Goals	Complete
COMPLETE	Discuss Potential Trends in NAVAIDS	
COMPLETE	Evaluate Potential Global Cost Savings Alternatives	
COMPLETE	Update Cost Estimate per EA Quantity Development and Current Phasing	
TASK 102 PROGRAM MANAGEMENT		
Lump Sum		
Ongoing	Monthly	8 of 15 months complete
TASK 103 GRANT ADMINISTRATION		
Time and Expense		
In Progress	Update 3-year DBE program and goals	Detail provided
Not Started	Prepare monthly FAA Requests for Reimbursement for each grant including Form 271 and Invoice spreadsheet	
Not Started	Land acquisition documentation for land transactions	
Not Started	Assist GJT to prepare submittal of annual FAA 271, 425 and DBE reports	
Not Started	Quarterly progress reports	
Not Started	Assist with Federal, State and Local Audits of the 2017/2018 grants	
COMPLETE	Grant applications	
COMPLETE	FAA grant administration forms	
Not Started	Grant closeout report	

Compliance Checklist

PROJECT: GJT Grand Junction Airport Runway Design

MANAGER: Scott Cary

PREPARED BY: Jenny Lott

DATE: 1/9/2015

FOR MONTH OF: DECEMBER 2017

Mead&flunt

PROGRESS	DELIVERABLE	COMMENTS
TASK 104 LAND ACQUISITION AND COORDINATION		
<i>Time and Expense</i>		
104.1 BLM Land Transfer		
The Consultant will develop a Land Transfer Schedule and update it monthly (eight (8) total updates)		
Completed applications with all FAA and BLM comments addressed.		
BLM patent for land transfer.		
Updated Exhibit "A" Property Map		
In Progress	Yes	4 of 8 complete
COMPLETE	Yes	One planned. Two required. #1 Complete, Draft #2 Complete
COMPLETE		
104.2 BLM Right of Way (ROW) Grants		
Completed Standard Form 299		
Provision of project descriptions and area maps.		
Provision of necessary technical and financial capabilities.		
References to EA land transfer alternatives as necessary.		
Provide the statement of need, including the economic feasibility statements.		
Provide information on drainage structure use, dimension and construction impacts.		
Assistance with agreements on regular maintenance of detention ponds.		
COMPLETE		
COMPLETE		
COMPLETE		
COMPLETE		
COMPLETE		
COMPLETE		
104.3 BLM Recreational Land Mitigation Assistance and Coordination		
Completed and signed MOA for mitigation.		
Facilitate GJT payment of \$250,000 to BLM for design/construction of staging area per MOA.		
Coordinate access to public lands during runway and road construction.		
COMPLETE	Yes	Complete
In Progress		Awaiting BLM FONSI
In Progress		Temporary Access arranged for Site Investigations and Road Construction
104.4 Irrigation District Construction Easement/Water Source Coordination		
Approved construction easements		
Proposed method for obtaining construction water		
In Progress		Long term action item
In Progress		Long term action item
Not Started		
104.5 Other Easements as Required		
104.6 Land Rights Survey		
Base drawings		
Easement and Right of Way Exhibits		
In Progress		Draft final complete
In Progress		Long term action - ROW vacation and utility investigations pending land transfer

Compliance Checklist

PROJECT: GJT Grand Junction Airport Runway Design

MANAGER: Scott Cary

PREPARED BY: Jenny Lott

DATE: 1/9/2015

FOR MONTH OF: DECEMBER 2017

TASK 105 PRE-DESIGN ELEMENTS - RUNWAY RELOCATION			
Lump Sum			
105.1 Pre-Design Assessments			
Basis of Design memorandum for drainage	Yes	Complete	
105.2 Design Survey - Phase 1		Complete	
105.3 Design Survey - Phase 2	Yes	Complete	
Topographic survey TIN (Triangular Irregular Network)	Yes	Complete	
105.4 AGIS Survey			
AGIS Website Deliverables			
Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (project area)	Yes	Scope of Work allowed to upload by FAA	
Two (2) color enlargements (30"x40") covering the airport and surrounding area (mounted/laminated/framed)	Yes	Complete	
Part 77 Obstruction survey data		Complete	
105.5 Geotechnical Investigation / Analysis			
Subsurface Exploration-- Proposed Runway 12/30		Draft report submitted	
Subsurface Exploration-- Future Detention/Water Quality Ponds/Drainage Areas		Draft report submitted	
Subsurface Exploration and Pavement Evaluation Scope -- Existing Runway 11/29		Draft report submitted	
Subsurface Exploration Scope -- 27K Road		Draft report submitted	
Borrow Source Evaluation -- Seismic Refraction Testing		Field work completed late October	
Additional Exploration and Study:		FAA RTR scheduled in January pending 7460	
105.6 Airfield Electrical Assessment			
Preliminary Electrical Evaluation Report		Draft Report submitted	
Preliminary Exhibits (Vault, Circuits, Sign Plan, etc.)		Draft Report submitted	

Compliance Checklist



PROJECT: **GJT Grand Junction Airport Runway Design**
 MANAGER: **Scott Cary**
 PREPARED BY: **Jenny Lott**
 DATE: **1/9/2015**
 FOR MONTH OF: **DECEMBER 2017**

PROGRESS	DELIVERABLE	COMMENTS
TASK 106 DESIGN OVERALL RUNWAY RELOCATION 30%		
Lump Sum		
In Progress	106.1 Runway Relocation Program Overall 30% Preliminary Documents	Grading, drainage and related efforts in progress
In Progress	106.2 Preliminary Contractual Documents Template (Front-End)	Submitted independent of P88 documents for attorney review.
Not Started	106.3 Preliminary Master Project Specific Construction Modifications	Will be evaluated following 30% review
COMPLETE	106.4 Pavements	Initial LCCA and pavement design draft complete
In Progress	106.5 Drainage	Drainage geotech completed, modeling ongoing.
In Progress	106.7 Commercial Utility Design	Proposed conditions being refined
In Progress	106.9 NAVAJO Relocation / Coordination	Meetings with FAA in progress
In Progress	106.10 30% Preliminary Engineering Design Report	In progress
TASK 107 PERMITTING AND AGENCY COORDINATION		
Time and Expense		
In Progress	107.1 Comprehensive Permit/Opportunity Analysis	Redelineation JD document tabled in favor of pursuing Nationwide permits. - Response expected Mid-January from USACE
In Progress	107.2 USACE Permit Applications	
In Progress	107.3 Storm Water Permitting	Pending Design decisions
In Progress	107.4 DWR Office of the State Engineer Dam Requirements	Pending Design decisions
Preliminary COMPLETE	107.5 Raptor Survey	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: 1/9/2015
 FOR MONTH OF: DECEMBER 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	COMPLETE In Progress In Progress In Progress	Complete	
108.2 ATO RTR Relocation / Coordination	In Progress		Reimbursable Agreement Negotiations ongoing
108.3 Uranium Tailings Remediation Research Options for Remediation, Coordinate with CDPHE and Perform Radiological Survey Offsite Disposal Action Plan	In Progress In Progress		Survey complete In progress
108.4 60% Design Review period	COMPLETE		Complete
108.5 95% Design Package	In Progress		In progress
108.6 Final Design Package Final Plans – 11" x 17" Final Contractual Documents Final Technical Specifications Final Engineering Design Report	Not Started		
TASK 109 27 X ROAD RELOCATION DESIGN			
Lump Sum			
Final design package Final Plans – 11" x 17" Final Contractual Documents Final Technical Specifications Final Engineering Design Report	In Progress		Alignment evaluations for Task 101 covered here. In progress- 60% reviewed In progress- 60% reviewed In progress- 60% reviewed In progress- 60% reviewed

Compliance Checklist



PROJECT: **GJT Grand Junction Airport Runway Design**
 MANAGER: **Scott Cary**
 PREPARED BY: **Jenny Lott**
 DATE: **1/9/2015**
 FOR MONTH OF **DECEMBER 2017**

	PROGRESS	DELIVERABLE	COMMENTS
TASK 110 DESIGN OVERALL RUNWAY RELOCATION 60%			
Lump Sum			
Runway Relocation Program Overall 30% Preliminary Documents	Not Started		
Preliminary Contractual Documents Template (Front-End)	Not Started		
Master Project Specific Construction Modifications	Not Started		
Pavements	Not Started		
Drainage	Not Started		
Grading	Not Started		
Commercial Utility Design	Not Started		
Electrical	Not Started		
NAVAID Relocation / Coordination	Not Started		
Preliminary Engineering Design Report	Not Started		
Airports Safety Management Systems Efforts	Not Started	N/A	Included with CSPP
Close Out Report	Not Started		

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	FAA Reimbursable Agreement – Remote Transmitter/Receiver		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board approve the Non-Federal Reimbursable Agreement and authorize advanced payment into the Reimbursement Account, allowing FAA to complete construction of the proposed relocation of the Remote Transmitter/Receiver (RTR) to support the relocation of runway 11/29.		
LAST ACTION:			
DISCUSSION:	<u>RTR Relocation Construction</u> : Prior to commencement of earthwork on the replacement runway, the Remote Transmitter/Receiver (RTR) must be relocated. This facility is communication equipment used by the Air Traffic Control Tower (ATCT) to communicate with aircraft. This project is 90% reimbursable by FAA as an enabling project for the replacement runway. CDOT Division of Aeronautics will also contribute a portion of the funds.		
FISCAL IMPACT:	<u>Funding Sources</u> Federal - \$560,918 State - \$31,162 GJRA - \$40,163.32 – budgeted dollars Total - \$632,243.32		
COMMUNICATION STRATEGY:	None		
ATTACHMENTS:	Non-Federal Reimbursable Agreement Request for Advanced Payment		
STAFF CONTACT:	Eric Trinklein etrinklein@gairport.com 970-248-8597		

NON-FEDERAL REIMBURSABLE AGREEMENT

BETWEEN

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

AND

**GRAND JUNCTION REGIONAL AIRPORT AUTHORITY
GRAND JUNCTION, COLORADO**

WHEREAS, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the **Grand Junction Regional Airport Authority** (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

WHEREAS, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

WHEREAS, the authority for the FAA to furnish material, supplies, equipment, and services to the Sponsor upon a reimbursable payment basis is found in 49 U.S.C. § 106(l)(6) on such terms and conditions as the Administrator may consider necessary;

NOW THEREFORE, the FAA and the Sponsor mutually agree as follows:

ARTICLE 1. Parties

The Parties to this Agreement are the FAA and **Grand Junction Regional Airport Authority**.

ARTICLE 2. Type of Agreement

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

ARTICLE 3. Scope

- A. The purpose of this Agreement between the FAA and the Sponsor is to provide engineering design and construction for the proposed relocation of the Remote Transmitter/Receiver (RTR) at Grand Junction Regional Airport (GJT) in Grand Junction, Colorado in support of Runway 11/29 relocation. This Agreement provides funding for the FAA to establish these services. Therefore, this Agreement is titled:

**Grand Junction, CO (GJT) – Construction for RTR Relocation in Support of
Runway 11/29 Relocation**

B. The FAA will perform the following activities:

1. Inspect as necessary during or/and after the construction on all Sponsor's construction work for compliance with FAA standards for any/all impacted FAA facilities.
2. Provide bid ready documents for Sponsor bidding for RTR facility items designed by FAA by December 2017.
3. Review with the Sponsor all construction and installation schedules for the Project. Coordinate construction schedules with Sponsor to minimize airport impacts, and potential delays for Sponsor's contractors. Provide construction schedules a minimum of 4 weeks in advance to Sponsor's designated representative.
4. Provide shutdown/start-up of NAVAIDS as required and appropriate.
5. Perform cutover services in a timely manner in coordination with Sponsor's contractor.
6. Provide oversight of any construction performed by the Sponsor on the FAA owned equipment.
7. Provide Phase I Environmental Due Diligence Audit (EDDA) for existing RTR site
 - a. NPI will work with Airport and FAA Real Estate for releasing the FAA assets, Possible outcomes are listed below based on possible EDDA recommendations;
 - i. Remediation required
 1. Option to release FAA assets (upon FAA removal of associated equipment) as is while providing environmental disclosure of what was found
 - OR
 2. FAA to remediate and then release assets to Airport upon FAA removal of associated equipment
 - ii. No remediation required
 1. FAA release assets upon FAA removal of associated equipment.

8. RTR Shelter

- a. Purchase the shell of the RTR Shelter and ship to Grand Junction Regional Airport for Airport to install
- b. Install radios and electronics inside of shelter and all necessary connections inside RTR shelter
- c. Remove Electronic equipment from original RTR shelter in coordination with schedule identified by the Sponsor's contractor.
- d. Provide Fiber connection nodes and install

9. RTR Towers

- a. Install towers' radios/connections
- b. Remove old radios from existing towers

C. The Sponsor will perform the following activities:

1. Provide engineering design for RTR:

- a. Antenna platforms & foundations based on future Geotechnical report
- b. Site access road (Asphalt)
- c. Dedicated commercial power
- d. Site grading
- e. Demolition of existing site (to include hazardous material abatement)
- f. FAA FOTS cable and duct bank from the Airport Traffic Control Tower (ATCT) to the RTR site.
 - 1) Provide FAA engineer with site grading/excavation maps depicting the duct bank path from ATCT to RTR, including planned cable depths versus future excavation depths.
 - 2) Provide FAA engineer with a future layout of the FAA FOTS, incorporating links to all applicable FAA equipment (Navigation, Communication, Approach Lighting System, etc.).

2. Provide survey information (horizontal and vertical relative to the runway) for existing FAA and/or airport owned facilities and infrastructure in the areas relative to this project.

3. Provide a full schedule showing periods where the existing FAA equipment will be impacted.
4. Incorporate the requirements and recommendations made by the FAA into the airport's design drawings and specifications which impact FAA-owned systems.
5. Ensure any relocated FAA facilities and associated Instrument Approach Procedures (IAPs) are included in the sponsor's environmental assessments and mitigations strategy.
6. Sponsor provided drawings shall be delivered directly via PDF format (as opposed to access via a server or web site) and include only those that are relevant to the FAA work. Any Computer-Aided Design drawings provided to the FAA will be in Microstation V8 XM format (or saved as a ".DGN" file).
7. Provide FAA engineer with current, future and updated Airport Layout Plan (ALP), Master Plan, Project Schedules, and other associated documentation and drawings (including dimensions of current and future critical aircraft).
8. Provide access, escort service and required badging for FAA personnel and consultant(s) to conduct their activities (above) on the airport (at no cost to the FAA). This may include keys, proximity cards, etc.
9. Construction phase of RTR Shelter
 - a. Demolition of existing RTR shelter and pad upon FAA removal of associated equipment after transfer of FAA assets is finalized
 - b. Construct duct bank and install FOTS from ATCT to new RTR site
 - c. Perform site grading
 - d. Construct access road
 - e. Construct concrete shelter pad
 - f. Shelter construction (no electronic install on inside)
 - g. Furnish and install commercial power and data service to shed to FAA specifications. Temporary lines may be necessary for construction sequencing.

10. Construction phase of RTR Towers

- a. Perform site grading
 - b. Demolish and Remove existing towers offsite upon FAA removal of associated equipment after transfer of FAA assets is finalized
 - c. Install infrastructure from RTR towers to Shelter (Power/electronics/conduit)
 - d. Construct RTR towers base/pad
 - e. Install Antenna platforms
 - f. Purchase/Install RTR Antenna towers
11. Allow FAA personnel who are associated with the project access to the site. This includes gate access, access for Government owned or leased vehicles, and providing any required training for badging as necessary. Any required badges will be provided to FAA personnel associated with the project at no charge, with the exception of lost badge fees which will be the responsibility of the FAA.
12. Provide Project construction and installation schedules at least four (4) weeks prior to construction start. Any schedule change should be coordinated in advance with the FAA Technical Point of Contact (see ARTICLE 4. Points of Contact).
13. Provide a no-cost land lease for the relocated facilities.
14. Shall correct any deficiencies identified by FAA during oversight, inspection of construction. All exceptions must be cleared or otherwise resolved before the agreement can be closed out.
15. Submit FAA Form 6000-26 *Airport Sponsor Strategic Event Submission Form* no less than 45 days prior to the start of construction that will impact NAS facilities, result in a full or partial runway closure, or result in a significant taxiway closure. This form is available on the OE/AAA website. This form may also be used to notify the FAA of any changes to the project schedule.
- D. This agreement is in whole or in part funded with funding from an AIP grant [] Yes [X] No. If Yes, the grant date is: _____ and the grant number is: _____. If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

ARTICLE 4. Points of Contact

A. FAA:

1. The **FAA Western Service Area, Planning & Requirements Group** will provide administrative oversight of this Agreement. **Andrew Edstrom** is the **Lead Planner** and liaison with the Sponsor and can be reached at **(425) 203-4748** or via email at **andrew.edstrom@faa.gov**. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
2. The **FAA Western Service Area, Communications Engineering Center** will perform the scope of work included in this Agreement. **Steffen Lilly** is the **Electronics Engineer** and liaison with the Sponsor and can be reached at **(425) 227-2218** or via email at **Steffen.Lilly@faa.gov**. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
3. **FAA Contracting Officer:** The execution, amendment, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, **Brad Logan** who can be reached at **(817) 222-4395** or via email at **brad.logan@faa.gov**.

B. Sponsor:

Grand Junction Regional Airport Authority
Attn: Eric Trinklein
2828 Walker Field Drive, Suite 301
Grand Junction, CO 81506
Telephone: (970) 248-8588
Email: etrinklein@gjairport.com

ARTICLE 5. Non-Interference with Operations

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated due to causes not attributable to either the Sponsor or the FAA, the parties will determine funding responsibility.

ARTICLE 6. Property Transfer

- A. To the extent that the Sponsor provides any material associated with the Project, and to the extent that performance of the requirements of this Project results in the creation of assets constructed, emplaced, or installed by the Sponsor, all such material (buildings, equipment, systems, components, cable enclosures, etc.) and assets will become the property of the FAA upon project completion. For purposes of this Article 6, "project completion" means that FAA has inspected the specific equipment or construction, and has accepted it as substantially complete and ready for use. The creation of an additional agreement will not be required, unless such other agreement is required by the laws of the state in which the subject property is located. The Sponsor and FAA acknowledge that the FAA has accepted the fundamental responsibilities of ownership by assuming all operations and maintenance requirements for all property transferred to the FAA, and that the subject transfer to FAA is in the best interest of both the Sponsor and FAA.

In order to ensure that both FAA and the Sponsor have complete and accurate documentation of all property transferred to FAA and subject to this Agreement, the transfer of ownership of such real and personal property to the FAA shall be supported and memorialized by FAA's and the Sponsor's execution of Attachment A (Sponsor Cost and Transfer Certification Form) within ninety (90) calendar days from the date of project completion. The Sponsor will provide a line item property listing in tabular format including costs, as set forth in Attachment A, consisting of all real and personal property that is included in the Project. The cost data for each item will be supported by documentary evidence of reasonable cost and ownership, including, for example, the original invoice or billing statement, bill of lading, a copy of the construction contract, and verification of the contract acceptance date. At FAA's request, all supporting cost documentation shall be made available by the Sponsor within 5 workdays of the request. The FAA shall retain the original copy of Attachment A. A complete copy of Attachment A will be provided to the sponsor upon request.

- B. In order to ensure that the assets and materials subject to this Article remain fully accounted-for and operational, the Sponsor will provide the FAA any additional documents and publications that will enhance the FAA's ability to manage, maintain and track the assets being transferred. Examples may include, but are not limited to, operator manuals, maintenance publications, warranties, inspection reports, etc. These documents will be considered required hand-off items upon Project completion.

ARTICLE 7. Estimated Costs

The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST
Labor	
WB4050 – Construction	\$69,670.00
WB4060 – Installation & Checkout	\$82,558.00
WB4070 – Commissioning/Closeout	\$26,547.00
WB6030 – Engineering (Disposition)	\$12,721.00
WB6050 – Dismantle/Remove	\$16,671.00
WB6060 – Site Restoration/Closeout	\$7,196.00
Labor Subtotal	\$215,363.00
Labor Overhead	\$32,037.47
Total Labor	\$247,400.47
Non-Labor	
WB4050, WB4060, WB6050 – Travel	\$38,463.00
WB4050 – Contract Labor	\$15,160.00
WB4050 – Equipment	\$70.00
WB4050 – Services	\$16,998.00
WB4050, WB4060, WB6050 – Supplies/Materials	\$280,564.00
Non-Labor Subtotal	\$351,255.00
Non-Labor Overhead	\$24,587.85
Total Non-Labor	\$375,842.85
TOTAL ESTIMATED COST	\$623,243.32

ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9, Section E of this Agreement. This Agreement will not extend more than five years beyond its effective date.

ARTICLE 9. Reimbursement and Accounting Arrangements

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Accounting Division listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the sponsor. Per U.S. Treasury guidelines, refunds under

\$1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than \$1.00.

- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.
- C. The Accounting Division is identified by the FAA as the billing office for this Agreement. The Sponsor will send a copy of the executed Agreement and submit the full advance payment to the Accounting Division. The sponsor can either mail the payment to the address shown below or submit payment (via check or credit card) electronically via pay.gov. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location.

The mailing address is:

FAA Mike Monroney Aeronautical Center
Attn: AMK-322, Reimbursable Receipt Team
P.O. Box 25770
Oklahoma City, OK 73125

The overnight mailing address is:

FAA Mike Monroney Aeronautical Center
Attn: AMK-322, Reimbursable Receipt Team
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169
Telephone: (405) 954-3771

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

Grand Junction Regional Airport Authority
Attn: Eric Trinklein
2828 Walker Field Drive, Suite 301
Grand Junction, CO 81506
Telephone: (970) 248-8588
Email: etrinklein@gjairport.com

- D. The FAA will provide a quarterly Statement of Account of costs incurred against the advance payment.
- E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be amended to recover the FAA's actual costs. Sponsor has the right to review and request revisions to agreement prior to amendment. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the

Agreement to the FAA-Mike Monroney Aeronautical Center with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. Any work completed by the FAA prior to Sponsor approval shall be the responsibility of the FAA. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent. Costs reimbursement is limited to the contractor's claim, any effort necessary for resolution of claims shall be considered the responsibility of the negligent party.

ARTICLE 10. Changes and Amendments

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

ARTICLE 11. Termination

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

ARTICLE 12. Order of Precedence

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

ARTICLE 13. Legal Authority

This Agreement is entered into under the authority of 49 U.S.C. § 106(l)(6), which authorizes the Administrator of the FAA to enter into and perform such contracts, leases, cooperative agreements and other transactions as may be necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator may consider appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

ARTICLE 14. Disputes

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

ARTICLE 15. Warranties

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

ARTICLE 16. Insurance

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

ARTICLE 17. Limitation of Liability

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

ARTICLE 18. Civil Rights Act

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

ARTICLE 19. Protection of Information

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

ARTICLE 20. Security

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14-2, Contractor Personnel Suitability Requirements are met.

ARTICLE 21. Entire Agreement

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void.

AGREED:

**FEDERAL AVIATION
ADMINISTRATION**

**GRAND JUNCTION REGIONAL
AIRPORT AUTHORITY**

SIGNATURE _____
NAME Bradley K. Logan
TITLE Contracting Officer
DATE _____

SIGNATURE _____
NAME _____
TITLE _____
DATE _____

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Administration Building – Request for Information		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approval for Board members and staff to reach out to potential public partners to solicit information on the development of the Administration Building during the open period of the RFI. February 21 to May 21, 2018.		
LAST ACTION:			
DISCUSSION:	The Grand Junction Regional Airport Authority (GJRA) is looking for a partner to develop and deliver on an Administration Building Project (Building) using a Public-Private-Partnership (P3) framework to finance, design, build, and operate the Building. Construction of the Building, located at 800 Eagle Drive, began in 2012, and \$4.1 million was invested before construction stopped in 2013. The Building remains in a 50% completion status. Staff plans on keeping the Request for Information open for a 90 days.		
FISCAL IMPACT:	TBD		
COMMUNICATION STRATEGY:	None		
ATTACHMENTS:	Administration Building – Request for Information		
STAFF CONTACT:	Eric Trinklein etrinklein@gjairport.com 970-248-8597		



Grand Junction Regional Airport

Administration Building

Request for Information

February 2018

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Request for Information-Administration Building

EXECUTIVE SUMMARY

The Grand Junction Regional Airport Authority (GJRA) is looking for a partner to develop and deliver on an Administration Building Project (Building) using a Public-Private-Partnership (P3) framework to finance, design, build, and operate the Building. Construction of the Building, located at 800 Eagle Drive, began in 2012, and \$4.1 million was invested before construction stopped in 2013. The Building remains in a 50% completion status.

The Building sits just outside of the fence line separating the public area from the commercial airline ramp and adjacent to the Walker Field Terminal. This location has the unique advantage of being next to a commercial terminal with ample adjacent public parking and direct access to the ramp. Included in this Request for Information (RFI) are the original layouts of the building. The GJRA is open to modifying the design and purpose of this building, as it no longer sees a near-term need for this space as originally planned. The GJRA is ready to leverage the expertise of a private partner on the ideal construction and use of the Building. Responses may be used to inform next steps on the Building delivery approach and may result in the launch of a formal procurement.

The GJRA has made available pertinent information regarding the Airport, including documents, reports, and plans for the Building. This RFI process will follow a phased approach which will build on collaborative communication and include the following:

- 1) Data collection and site assessment opportunities for respondents
- 2) Submittal of written questions by respondents
- 3) Distribution of questions and answers by GJRA
- 4) Potential release of a formal RFQ and/or RFP based on information gathered through this process

This RFI will help GJRA determine interest levels from private entities to collaborate on a P3 to complete and operate the Building. As part of any response to this RFI, all Respondents shall take the following items into consideration:

- 1) Building location complexity both during construction and continued management
- 2) GJRA is open to creative private partner compensation options, including availability payments, long-term leases, and/or revenue sharing. Land ownership remains under GJRA
- 3) Design standards for the Building will be developed with GJRA

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR INFORMATION

The Grand Junction Regional Airport Authority (GJRA) is looking for a partner to develop and deliver on an Administration Building Project (Building) using a Public-Private-Partnership (P3).

The Grand Junction Regional Airport Authority would like to invite interested parties to respond to this Request for Information (RFI). GJRA seeks the industry perspective and feedback on the questions presented herein to provide an opportunity for input on the overall procurement process for the Project. The purpose of the RFI is to provide the framework for a prospective future solicitation to develop and deliver on an Administration Building Project to design, build, and maintain the Building.

Interested firms and parties are strongly encouraged to submit responses with detailed comments. The information contained in the responses to this RFI will help the Airport progress planning and development efforts for the Project, and help confirm or refine the Airport's project procurement and delivery approach, and may result in the launch of a formal procurement.

B. EFFECT OF THIS REQUEST FOR INFORMATION

This RFI is an inquiry only, intended solely to assist the Airport on an administrative level, and is not a formal solicitation or initiation of a procurement process. Submissions will not be evaluated. No contract or agreement will be entered into as a result of this RFI.

This RFI does not represent a commitment to issue a Request for Qualifications ("RFQ") or a Request for Proposals ("RFP") in the future, or a commitment that a subsequent procurement, if any, will follow any delivery approach described herein. Therefore, those choosing to respond to this RFI will not, merely by virtue of providing any manner of response, be deemed to be "bidders" on the Project in any sense.

Submission of responses is not a prerequisite for participating in a future procurement. Such participation would be subject to demonstrating satisfaction of the criteria stipulated in potential subsequent solicitation documents. Participation in this RFI, or an election not to participate, will not confer on any Respondent any preference, special designation, advantage or disadvantage whatsoever in any subsequent procurement process related to the Project.

Nothing contained in this RFI is intended to modify, limit or otherwise constrain the construction process or commit the Airport or any other entity to undertake any action with respect to the Building, including any action to procure, design or construct a potential project.

C. SUBMISSION REQUIREMENTS

The Airport welcomes responses to this RFI from independent companies or corporations, or from consortia or partnerships, that have a potential interest in acting as lead developers, design-build contractors or equity investors for a P3 (Respondents). GJRA is interested in the maximum amount of constructive comments. GJRA is interested in being informed as to the formation of any future bidding groups for work on the Project.

D. SUBMISSIONS, QUESTIONS AND COMMENTS

Respondents shall email pdf documents of the requested information to etrinklein@gjairport.com.

Respondents are required to comply with the page requirements stipulated in Appendix A (Questionnaire) and to restrict their submissions to a short letter of transmittal, together with the

information specifically requested on the Questionnaire. GJRA requests that the letter of transmittal include the firm name, reference RFI P3 Admin Building, and name, title and contact information of the person responsible for interfacing with GJRA. Marketing materials are not to be submitted as part of a written response.

Respondent's submission shall be delivered to the following address, in sufficient time so that GJRA receives it no later than 2:00 p.m. Local Time on May 21, 2018:

Late submissions may not be considered.

Any questions concerning this RFI should be directed to GJRA Administration. Email questions to etrinklein@gjairport.com and cc: tminnick@gjairport.com. Interpretation of this RFI or additional information will only be given by written amendment to this RFI from GJRA's contact person named above.

II. PROJECT OVERVIEW

GJRA is pursuing the construction of the Administration Building located to the east of the Airport's terminal building. The proposed Project would constitute the completion of the Building which is considered to be approximately 50% complete shown in Figure 1 below.

FIGURE 1.ADMINISTRATION BUILDING



In June 2017 the Airport published a Request for Proposal (RFP) to receive bids for the completion of the building to be funded by the Airport. The bid was rejected by the Airport's Board after review of the financial commitment required by the Airport. In December 2017, the Board announced it would be pursuing an RFI to evaluate a Public Private Partnership to complete the Building.

The Building was originally included in the proposed Airport terminal development in 2012. The Airport has committed to the construction of a replacement runway over the next 10 years, approximately. This commitment has reduced the ability for the Airport to finance the construction completion of the Building.

Originally in 2012, the Building represented the first phase of a five phase terminal development program as shown in Figure 2, the Building is located on the east side of the terminal campus.

FIGURE 2.TERMINAL DEVELOPMENT PROGRAM



Phase one started construction in 2013 and was originally intended to be completed in 2014. However, due to circumstances outside of the control of GJRA the Building was put on hold. Since the Building was put on hold no other construction or significant activity has taken place.

A. NEED AND PURPOSE FOR THE PROJECT

The purpose of the proposed Building is primarily to address needs in this area for office space; and secondarily, ancillary uses for space adjacent to the ramp at GJT. The original concept of the Building:

- Airport Rescue and Fire Fighting (ARFF) services
- Baggage processing
- Airport security services
- Storage for maintenance equipment
- Centralized information technology
- Administrative offices and conference rooms

Future uses are not limited to the above; however, GJT may have some interest in occupying certain portions of the space and would consider commercial lease space and aeronautical lease space.

See Figure 3 for the original conceptual use of the 3 floors of the Building:

FIGURE 3A. BASEMENT LEVEL 7,060 SF

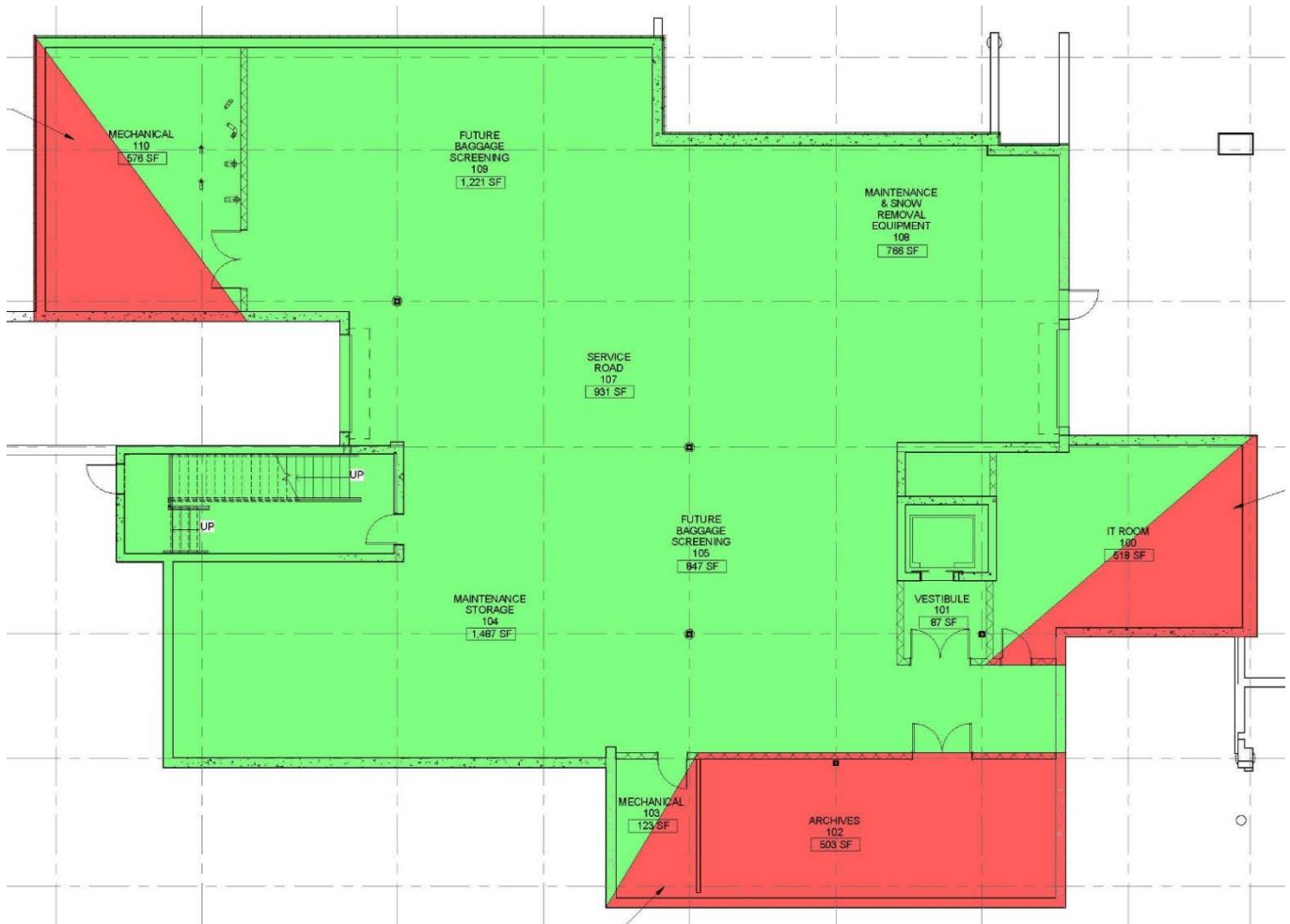


FIGURE 3B. FIRST LEVEL 7,872 SF

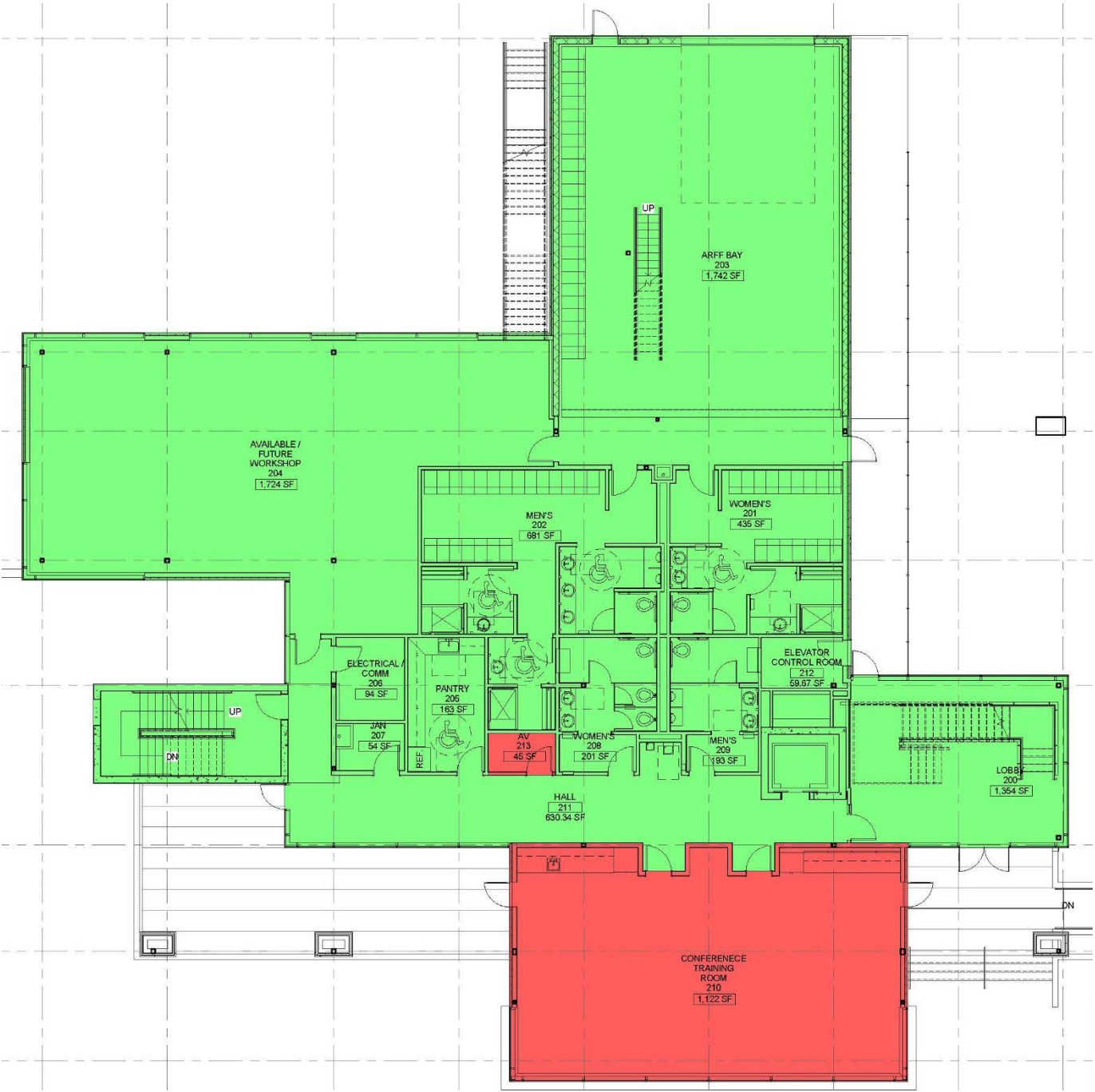


FIGURE 3C. SECOND LEVEL 6,934 SF



After the Building was put on construction hold additional review of the Building and the Airport's needs were reevaluated and it was determined the 21,866 total square feet of the Building was excessive.

B. DESIGN ELEMENTS OF THE PROJECT

The scope of this project is to provide design and construction for the building shell that will fully enclose the building with materials and systems. The project will include providing a design for interior core elements that will allow the construction of tenant improvements. The interior core work designed and constructed shall also be sufficient to obtain an occupancy permit upon completion of those tenant improvements.

The contractor may use any materials that are currently installed or stored on site. All infrastructure, such as utilities, electrical services and distribution, HVAC equipment and similar shall be sized to provide sufficient power, water, gas, heating and cooling needed to fully support future tenant improvements of the entire building.

The contractor is responsible to evaluate the condition of all in-place construction and anticipate all costs to upgrade the condition of any existing in-place construction required.

C. ADDITIONAL INFORMATION

Additional amendments or solicitation information regarding the Building will be posted at <https://gjairport.com/Opportunities>. Respondents are encouraged to monitor this site for any future solicitation information related to the Building.

III. TECHNICAL CONSIDERATIONS

A. DESIGN AND CONSTRUCTION APPROACH

The Project is being managed by GJRA. To assist in program implementation, GJRA may retain a Program Management Consultant (PMC) to serve as an extension of staff to support all phases of program development.

B. SAFETY AND SECURITY

Safety and security are of prime importance. All elements of the Project must be designed, constructed, operated, and maintained in a manner that is consistent with this safety objective.

IV. FINANCIAL OVERVIEW

A. PRELIMINARY COST ESTIMATES

The estimated capital costs for the project should be based on design and architecture. The cost to complete structural, mechanical, electrical and fire protection were estimated to be \$110/ sq. ft. Design, Site development, Architectural and tenant improvement costs would be based on the developer's plan of action and proposal.

B. PUBLIC FUNDING SOURCES

The Airport has invested approximately \$4.1 million (2013 dollars) into the Building as of December 31, 2017. GJRA has very limited financial support from public sources. As discussed in section 2.3, the Federal Aviation Administration is focused on the replacement runway project as a first priority. With this in mind GJRA has elected to explore a P3 that includes private financing.

C. PRIVATE FUNDING SOURCES

GJRA recognizes the potential for the developer to access private activity bonds for transportation projects or loan programs such as the Colorado State Infrastructure Bank (SIB) may be helpful in lowering the cost of financing the Building under a P3 delivery approach that includes private financing. GJRA will reasonably assist proposers in undertaking finance plans that include private activity bonds and/or an SIB loan.

V. PUBLIC-PRIVATE PROJECT DELIVERY

A. BENEFITS

GJRA wishes to complete the Building and believes that using a P3 delivery model may most effectively support realization of the Project.

Building development will create significant benefits for the airport and the traveling public. Construction of the building will enhance the airport campus providing commercial space for both the airport and the public.

In addition, using a P3 delivery model will enable GJRA to address a number of other key considerations for the Project:

- Allowing appropriate risk sharing – GJRA is aware that delivery of a new office building will involve managing risks that may be more efficiently managed by a private partner;
- Providing greater cost and schedule certainty for GJRA over the long-term; and
- Allowing for alternative project financing opportunities for GJRA.

B. SELECTION OF PROJECT DELIVERY METHOD

GJRA is actively evaluating the following method for delivering the Project. Responses to this RFI will help inform GJRA’s decision on which method to pursue if the Project moves forward.

One of the options GJRA is currently considering is Design-Build-Finance-Operate-Maintain (DBFOM). Other options will be considered through this process. With the DBFOM method of project delivery the responsibilities for designing, building, financing, operating and maintaining are bundled together and transferred to private sector partners.

GJRA would conduct oversight and monitoring to verify the developer’s compliance with contract requirements.

The scope of the design-build services would include completing design, permits, and constructing the Building. Design would be a collaboration between GJRA and the selected developer.

The scope of maintenance services will include certain capital maintenance and could encompass routine and preventive maintenance and repair, including landscaping.

At the end of the term, the developer would be obliged to hand the Building back to GJRA in an agreed condition, at which time maintenance would revert back to GJRA. If during the operating term GJRA requires termination of the agreement, GJRA will reimburse the private partner the unrecovered equity investment from user charges.

VI. CONDITIONS FOR THE SUBMISSION OF INFORMATION

A. CHANGES TO THIS RFI

At any time in its sole discretion, GJRA may, by written amendment to this RFI, modify, amend, cancel, and/or reissue this RFI. If an amendment is issued prior to the date information is due, it will be made available on the following website: <https://gjairport.com/Opportunities>.

B. INFORMATION PREPARATION COSTS

GJRA shall not be liable for any costs incurred by any Respondent in the preparation, submission, presentation, or revision of its information and response, or in any other aspect of the Respondent’s pre-information submission activity. All such costs shall be borne solely by the Respondent. In no event shall GJRA be bound by, or liable for, any obligations with respect to the Building until such time (if at all) as GJRA authorizes and executes a written agreement, and then only to the extent set forth in such agreement.

C. PUBLIC INFORMATION AND CONFIDENTIALITY

Pursuant to the Colorado Open Records Act (“CORA”), C.R.S. 24-72-201 to 24-72-309, applies to documents submitted to the Contracting Officer in response to this RFI.

If a Proposer submits information in its response that it believes contains confidential commercial information, confidential financial information or trade secrets and that it believes would not be subject to disclosure under the CORA, the Proposer must do the following.

1. Clearly mark all confidential commercial information, confidential financial information or trade secrets as such in its response at the time the response is submitted and identify each section and page which has been so marked in Part 1.2 of the response per Section 7.4 of this RFI. Include a statement justifying the Proposer's determination that the identified information is protected and why such information, upon request, should not be disclosed pursuant to the CORA; and

2. Defend any action seeking release of the records it believes should not be disclosed and indemnify, defend, and hold harmless the GJRA, its agents, and its employees from any judgments awarded against the GJRA in favor of the party requesting the records, including any and all costs connected with that defense. This indemnification shall survive the GJRA's cancellation or termination of this solicitation or award or any subsequent execution of a definitive Agreement. By participating in this RFI process and submitting any information that is marked as being protected, the Proposer shall be deemed to have agreed that this indemnification shall survive as long as such protected records are in possession of GJRA.

3. All materials submitted in response to or in connection with this RFQ shall become the property of GJRA. The Colorado Open Records Act ("CORA"), C.R.S. 24-72-201 to 24-72-309, shall apply to all materials submitted to the Contracting Officer in response to or in connection with this RFI.

D. RIGHTS OF GJRA

GJRA reserves to itself all rights available to it under applicable law, including but not limited to the unqualified right, at any time and in its sole discretion, to change or modify this RFI, to reject any and all information, to seek clarification of information, to request additional information, and to undertake communications with one or more Respondents or others who, at any time subsequent to the deadline for submissions to this RFI, may express an interest in the subject matter hereof.

No Respondent or any other person or entity shall have any rights against GJRA arising from the contents of this RFI, the receipt of information, or the incorporation in or rejection of information contained in any response or in any other document. GJRA makes no representations, warranties, or guarantees that the information contained herein or on the project website, or in any amendment hereto or thereto, is accurate, complete, or timely or that such information accurately represents the conditions that would be encountered during the performance of any subsequent contract issued from a separate procurement. The furnishing of such information by GJRA shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever; and each Respondent, by submitting its information, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold GJRA liable or responsible therefore in any manner whatsoever.

APPENDIX A – QUESTIONNAIRE

Respondents are invited to return the following questionnaire together with a 1-2 page cover letter to GJRA. Total page count for the questionnaire should not exceed 30 pages, inclusive of the cover letter. Please follow the format below.

A. GENERAL INFORMATION

1. Please briefly provide the following descriptive information for the Respondent and its team members (if any). The purpose of this question is to aid GJRA in understanding the identity and business of the Respondent.
 - Name of Respondent and its team members (if any)
 - Describe principal business for Respondent and its team members (if any)
2. What potential interest do you represent in relation to the Project (i.e. lead developer, design-build contractor, equity investor, or other)?

B. INNOVATIVE PROJECT DELIVERY

3. GJRA is looking for your ideas and views on how to optimize the delivery of the Building using alternative delivery methods, including (a) design-build-finance-operate-maintain (DBFOM) as described in the RFI. Respondents are referred to GJRA's preferred approach to allocation of responsibilities.
 - Do you believe the Building lends itself to an innovative delivery method, like DBFOM? Why or why not?
 - Do you believe the Building better lends itself to effective use of a DBFOM availability payment structure? Why or why not?
 - Would you recommend a different delivery method? Explain potential benefits.
4. What is the appropriate scope of maintenance responsibility to delegate to the private sector? Are there certain portions of the Building, or certain maintenance activities that are more appropriate to be retained by GJRA? Please explain.
5. What do you consider to be the optimal length of the maintenance period under a DBFOM approach? Please explain.
6. If you think a different approach would be better for GJRA, please explain what you believe would be the optimal packaging and phasing of segments for design and construction. In particular, which segments should be prioritized and which may present greater challenges and should be phased for later construction? Please explain.

C. SCHEDULE

7. Please provide comments on GJRA's proposed Building delivery schedule. Does it seem reasonable?
8. What in your experience are the critical path items for the Building?

D. DESIGN

9. What are the most important additional surveys and investigations GJRA should consider initiating prior to the start of a procurement process (e.g., geotechnical, utility, environmental)?

10. Based on your experience, how can GJRA best ensure that specific needs of individual proposers are taken into account in any surveys?
11. What Building Owners and Managers Association classification of space would you recommend for this Building, based on its location and potential use?
12. Given the location and nature of the Building, where do you foresee significant opportunities to employ innovative design, construction methods, maintenance regimes and/or materials to acquire efficiencies in cost and schedule?

E. FINANCING

13. Please provide your comments and concerns on the sources of funding for milestone and availability payments.
14. What would you recommend to achieve a level of comfort with respect to risk (i.e. lease term, occupancy rate, GJRA incentives)?
15. What do you consider to be the main risks to timely achievement of financial close?

F. PROCUREMENT

16. Do you have any comments on the procurement process based on your experience with other procurements for P3 projects? What are key lessons learned or case studies that GJRA should consider to help ensure a successful outcome?
17. What do you think is a reasonable time period for you to prepare a proposal in response to an RFP for a DBFOM scope of work? List any assumptions that you are making in stating this timeframe.
18. Indicate the maximum length of time that you would be willing to commit to the terms of your proposal (i.e., 90 days, 180 days, or other). Under what circumstances (i.e., indexation, steel pre-purchase, etc.) would you be willing to commit to a longer timeframe?

G. RISK ASSESSMENT, ALLOCATION AND MITIGATION

19. Recommend specific steps that GJRA could take to motivate innovation and reduce contingency for Building risks either through an alternative technical concept mechanism in the bid process, risk/reward sharing mechanisms in the Project agreement, or other mechanisms you have utilized on similar projects.
20. Provide any specific suggestions and refinements to the allocation of responsibilities that you believe would result in best value for GJRA.