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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
Meeting Minutes  
January 15, 2019

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**REGULAR BOARD MEETING**

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**I. Call to Order**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on January 15, 2019 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Tom Benton, <i>Chairman</i> Chuck McDaniel, <i>Vice-Chairman</i> Erling Brabaek Rick Taggart Ronald Velarde Thaddeus Shrader Clay Tufly  <i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Victoria Hightower, <i>Clerk</i> Aaron Morrison, Sarah Menge Eric Trinklein	<i>Other:</i> Annie Velsco, TSA Shannon Kinslow, TOIL R. Thompson, CAF Adam Schuler, FCI Joseph Burtard, Citizen Geoff Mohny, Mead & Hunt Jared Easterlin, Mead & Hund Jeremy Lee, Mead & Hunt
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**II. Pledge of Allegiance**

**III. Approval of Agenda**

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

**IV. Commissioner Comments**

Chairman Benton commented that the airport had a busy 30-60 days with new airline activity and congratulated staff.

Commissioner Tufly commented that the Blue Angels will be visiting GJT January 23, 2019 for a couple of hours. The Blue Angels will be the main event at the Air Show this year on July 27<sup>th</sup> and 28<sup>th</sup>.

## **V. Citizen Comments**

### **Annie Velasco**

Ms. Velasco took a moment to thank the airport and the community for their support during the government shut down. Ms. Velasco said that she just moved to Grand Junction and she is so moved by the support and is very thankful for all of it. Ms. Velasco informed the board that TSA and GJT does not have a staffing issue. People may not be getting paid, but employees are still coming to work and being very supportive of each other.

## **VI. Consent Agenda**

- A. December 4, 2018 meeting minutes
- B. Posting of meetings
- C. Asset disposal policy update
- D. Asset capitalization policy update
- E. 2018 audit engagement letter approval – Plante Moran
- F. Rocky Mountain Hangar, Inc. lease update

Chairman Benton requested to update C. Asset disposal policy update, on page 9 letter g, to specify approval methods. Either by the board and/or staff.

*Commissioner Tuflly moved for the Board to approve consent agenda items A-F with the amendment discussed to item C. Commissioner Taggart seconded. Voice Vote. All Ayes.*

## **VII. Action Items**

- A. 2019 Officer and committee appointment

Section 4.2 of the Board's Bylaws

The Chairman and Vice Chairman shall be elected from the members of the Board at the first regular meeting in January of each calendar year, and they shall hold office until their successors have been duly elected. The Board shall appoint a Clerk and Treasurer, and it may appoint a Deputy Clerk and Deputy Treasurer. The Clerk, Treasurer, Deputy Clerk and/or Deputy Treasurer need not be members of the Board and such positions shall continue in office at the pleasure of the Board.

### **2019 Officers:**

Chairman – Tom Benton  
Vice Chairman – Chuck McDaniel  
Treasurer – Sarah Menge  
Clerk – Victoria Hightower  
Deputy Clerk – Chance Ballegeer

### **2019 Committees:**

Finance and Audit Committee – Clay Tufly (Chair), Rick Taggart, Drew Armstrong, Steve Hovland

Compliance Committee – Chuck McDaniel (Chair), Erling Brabaek, Mark Papko

Building Committee – Rick Taggart, Thaddeus Shader, Eric Trinklein

It was also discussed for the February workshop to be moved to the 12<sup>th</sup> due to scheduling conflicts.

B. 2019 Banking resolution

The bank resolution will be adopted annually to reflect the current Chairman and Vice Chairman. Staff titles have changed but no other changes have been made to the resolution since it's last update to increase the level requiring dual signature.

*Voice Vote. Roll Call. Commissioner Tufly, Aye; Commissioner Taggart, Aye; Commissioner McDaniel, Aye; Commissioner Shrader, Aye; Commissioner Brabaek, Aye; Commissioner Velarde, Aye; Chairman Benton, Aye.*

C. CBP – MOU with GJ Chamber & design contracts with FCI and Mead & Hunt

Staff have had various discussions with members of the Community and the Grand Junction Chamber of Commerce about building a customs border patrol (CBP) office at GJRAA with a future goal of establishing a foreign trade zone. In order to determine the cost and feasibility of building the facility, GJRAA and the Chamber would like to enter an MOU where the Chamber will pay for the first phase of a schematic design to determine the financial cost of building such a facility. The design and cost estimates will be determined by FCI and Mead & Hunt and costs for these contracts will be reimbursed by the Chamber.

Commissioner Tufly is on the Chamber Board, therefore, recused himself from the discussion and voting.

*Commissioner Brabaek moved for the Board to approve the CBP – MOU with GJ Chamber & design contracts with FCI and Mead & Hunt. Commissioner Shrader seconded. Voice Vote. All Ayes. Commissioner Tufly, abstain.*

D. Airline Rates and Charges – Recommend delegation to finance & audit committee to approve business terms

The Airport staff have been working with DKMG to establish a new rates and charges model for the airlines terminal rent and landing fee and to update the existing leases.

The finance and audit committee have been briefed on the models prepared by DKMG and the primary financial terms of the contract (maximum annual increase limits, non-airline revenue treatment, etc.).

We have received positive feedback from the airlines and are confident that we can start negotiating lease terms in the coming month.

Staff encourages any board member to contact us with additional questions on the rates and charges models proposed by the consultants, but we believe it would be most effective and efficient to have the finance committee approve the financial terms due to the complexity of the models.

*Commissioner Shrader moved for the Board to approve Airline Rates and Charges – Recommended delegation to finance & audit committee to approve business terms. Commissioner Tuflly seconded. Voice Vote. All Ayes.*

**VIII. Discussion Items**

A. State Statue updates

**IX. Staff Reports**

- A. Director’s report (Angela Padalecki)
- B. Financial/Activity report (Sarah Menge)
- C. Operations Report (Mark Papko)
- D. Facilities Report (Ben Peck)
- E. Project Report (Eric Trinklein)
- F. Contactor Reports (Colin Bible, Scott Cary, Geoff Mohny, Adam Shuler)

Note – Mr. Peck and Mr. Papko left the meeting early in preparation of snow duty.

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

None.

**XI. Adjournment**

*Commissioner Taggart moved for adjournment. Commissioner Brabaek seconded. Voice Vote. All Ayes.*

The meeting adjourned at 7:39PM.

*Audio recording of the complete meeting can be found at [https://gjairport.com/Board Meetings](https://gjairport.com/Board_Meetings)*

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Tom Benton, Board Chairman

**ATTEST:**

