



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
June 19, 2018

REGULAR BOARD MEETING

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 6:10 PM on June 19, 2018 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Rick Taggart, <i>Chairman</i> Tom Benton, <i>Vice-Chairman</i> Chuck McDaniel Clay Tufly Thaddeus Shrader Ronald Velarde <i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Chance Ballegeer, <i>Deputy Clerk</i> Eric Trinklein Shelagh O’Kane Mark Papko Ben Peck Aaron Morrison	<i>Other:</i> Brad Rolf, Mead & Hunt Shannon Kinslow, TOIL Adam Shuler, FCI Scott Peterson, WSP Consulting, LLC Roy Blythe, BG&CO Jared Easterlin, Mead & Hunt Colin Bible, Garver Geoff Mohney, Mead & Hunt Scott Cary, Mead & Hunt
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II. Approval of Agenda

Chairman Taggart stated that before the agenda is approved, a few changes needed to be made. Action items B and C will not be presented at this board meeting. Secondly, from a documentation standpoint, the board has two areas, Ms. O’Kane handed out an updated activity report, and then some updates to the minutes from the May 15, 2018 board meeting. Chairman Taggart asked for Mr. Ballegeer for the changes to the minutes.

Mr. Ballegeer stated that he just updated some grammatical errors that Commissioner McDaniel’s had pointed out.

Commissioner McDaniel moved for the Board to approve the agenda with the suggested changes. Commissioner Shrader seconded. Voice Vote. All Ayes.

III. Commissioner Comments

Commissioner Shrader shared with the board that he has the opportunity to go to a P3 Economic National Summit in San Diego next month. Shrader stated that he has two reasons for going, one on behalf of the airport board, and two, private business owner. Commissioner Shrader stated that this summit will focus on Airports this year. Commissioner Shrader wanted to be up front with the summit and mentioned possibly a per diem from the airport.

A discussion about the percentage of a per diem followed. A decision was made that Commissioner Shrader and airport executive director Padalecki should discuss numbers for the summit.

Legal counsel asked that the airport make sure that whatever decision is made, have it in writing before the summit.

Chairman Taggart wanted to thank the board and Mr. Benton for meeting last month, as he was not able to attend for personal matters.

IV. Citizen Comments

None.

V. Staff Reports

A. Director's report

Ms. Padalecki briefed the Board. Ms. Padalecki wanted to thank the airport team as June has been a very busy month. Many major events both good and some personal.

Ms. Padalecki briefed the board that Mr. Peck's son graduated from high school this month. Mark Papko welcomed a daughter to the family, Mila Papko.

Ms. Padalecki briefed the board on the discretionary grant awards has been announced by the DOT for some projects going on at the airport. The airport does not have the grants in hand but it's nice to see them on their way.

Ms. Padalecki briefed the board on airline rates and charges.

Ms. Padalecki briefed the board on the foreign trade zone. Not much to report on. Chairman Taggart stated that one of his concerns is that at some point the research of the need in terms of the amount of goods today, are following out of this region both incoming and out coming, the airport is going to have to pin that number down. Commissioner Tufly stated that he sees what Chairman Taggart is talking about. Has talked to the chamber of commerce director about nailing down some numbers. Commissioner Shrader stated that some businesses are moving into the valley with the idea that the airport is still pursuing the foreign trade zone. Commissioner Shrader asked how can the airport realistically forecast numbers without hockey sticking it, given the growth we are barely starting to see what additional support the airport

would have for that trade zone. Commissioner Tufly stated that we need to produce something with the numbers. Ms. Padalecki stated that she received a copy of the memorandum of agreement with the CBP that they will ask the airport to sign once we get to a point.

Ms. Padalecki briefed the board on the JumpStart conference that she attended. Spent some good time with GJT airline tenants.

Ms. Padalecki briefed the board on the Colorado Airport Operators Association meeting the airport had with them last week. It was discussed that GJT may possibly host that conference in 2020.

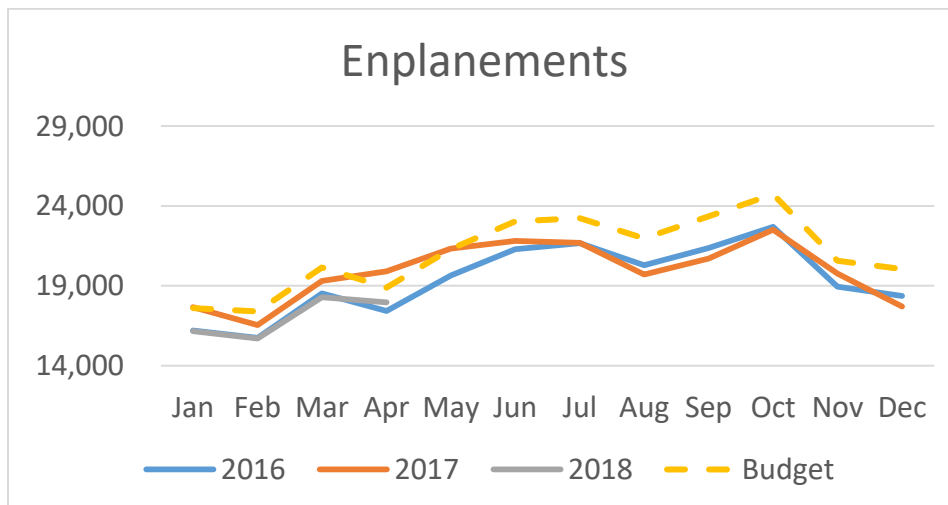
Ms. Padalecki briefed the board about the removal of the TSA CT80 that happened today.

Ms. Padalecki briefed the board on updates on the hiring of a Financial Director. Commissioner Shrader asked if the airport has received some good candidates. Ms. Padalecki stated that the airport has received some quality applicants but wants to do this right and find the right person. That might mean hiring a head hunter, and not rush into hiring someone.

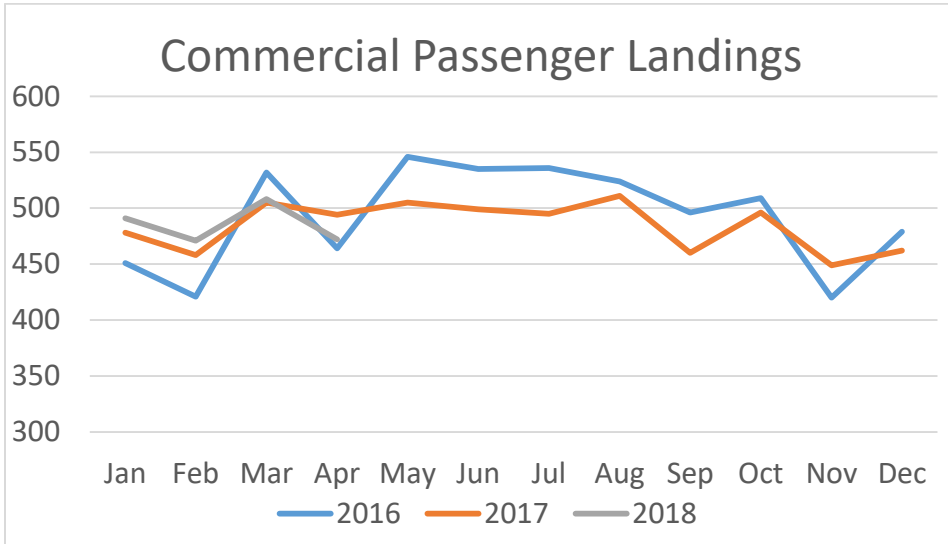
Lastly, Ms. Padalecki briefed the board on the Administration building. The RFI closed May 21, 2018. The airport received two formal responses.

B. Financial report

Ms. Padalecki briefed the board on enplanements year over year. Enplanements remain below budget driven by down gauging and fewer seats on the PHX route; landings were down YOY in April. PHX seats went down by 24.1% in April compared to last year. Last year there was a 4th flight to PHX that didn't perform well.

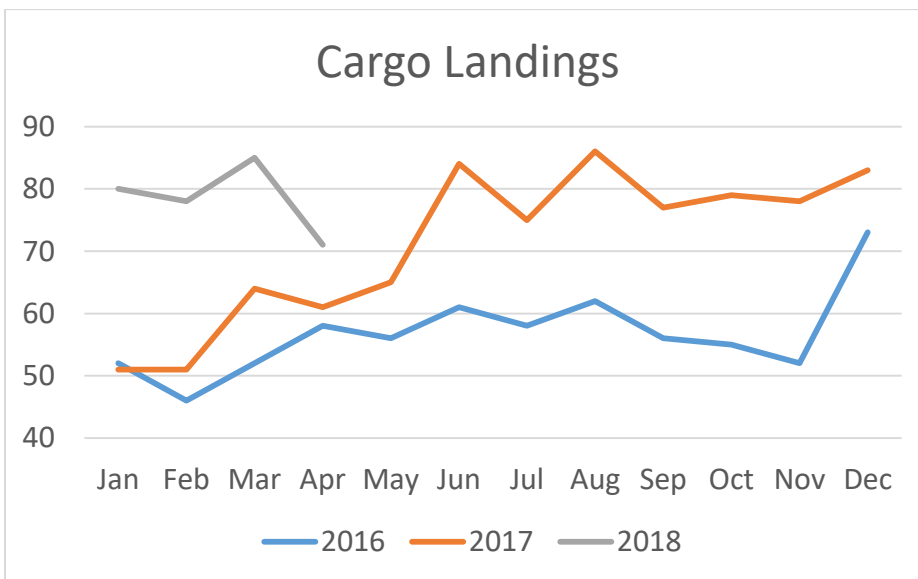


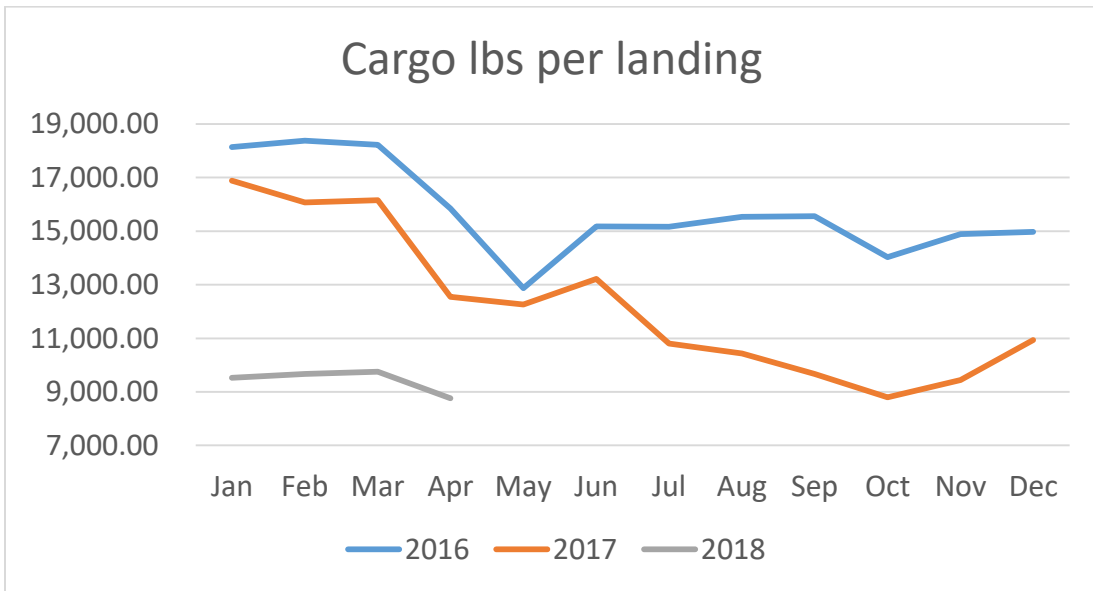
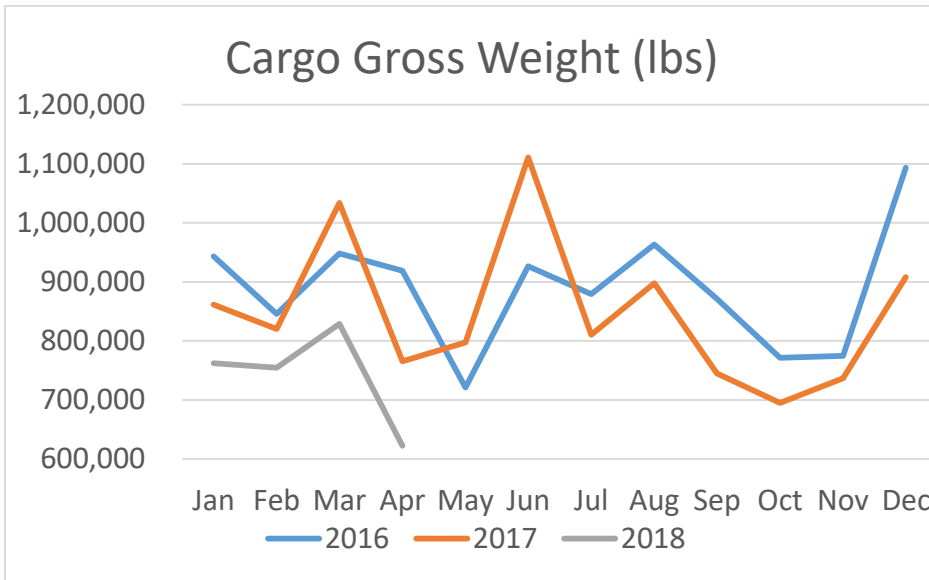
April YTD 2016: 67,879
 April YTD 2017: 73,427
 April YTD 2018: 68,120
 April YTD Budgeted: 74,209



April YTD 2016: 1,868
 April YTD 2017: 1,935
 April YTD 2018: 1,942

Ms. O’Kane briefed the board on Cargo Activity. Cargo landings decreased in April to single daily landings by FedEx due to the offseason and trucking more cargo.





Operating revenues continue to exceed budget; operating expenses are below budget due to expenses being pushed to later months.

Statements of Changes in Net Position

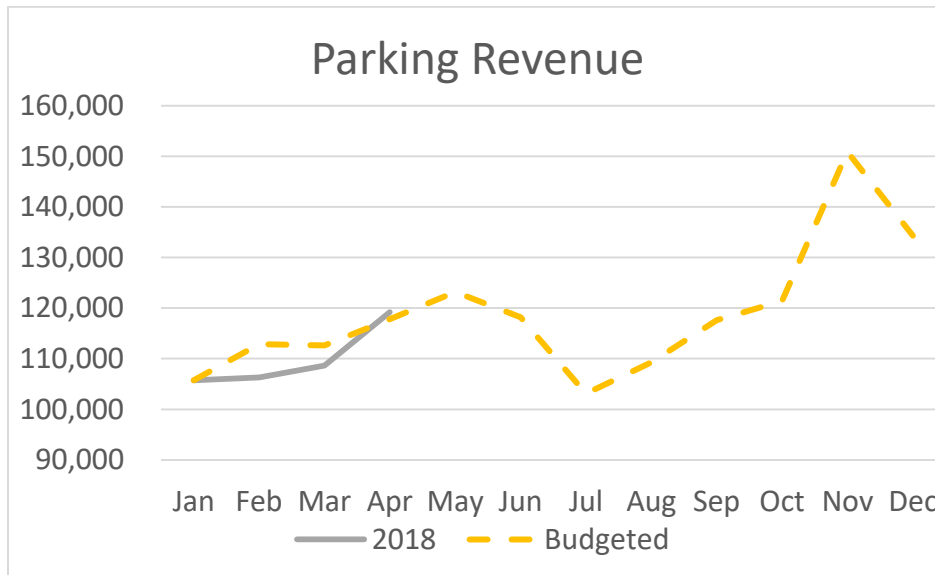
Unaudited - subject to change

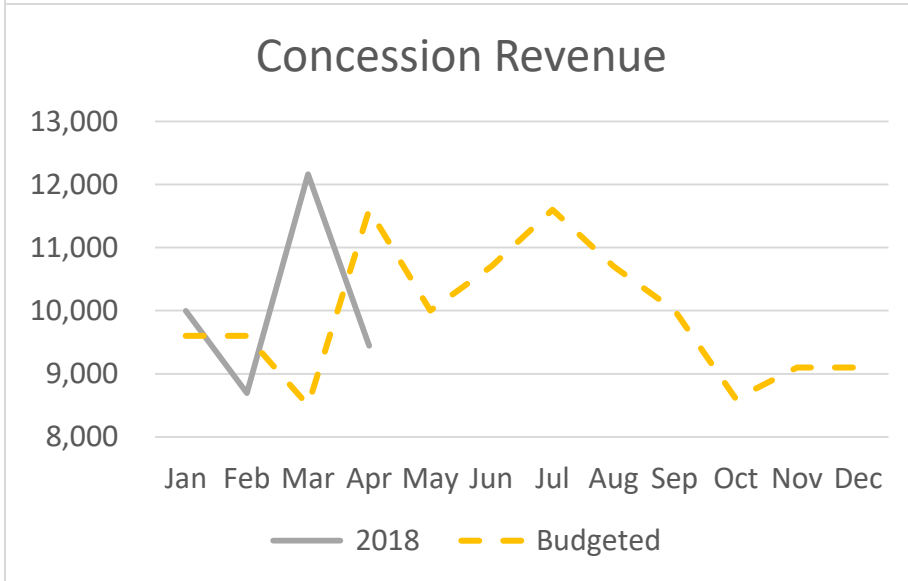
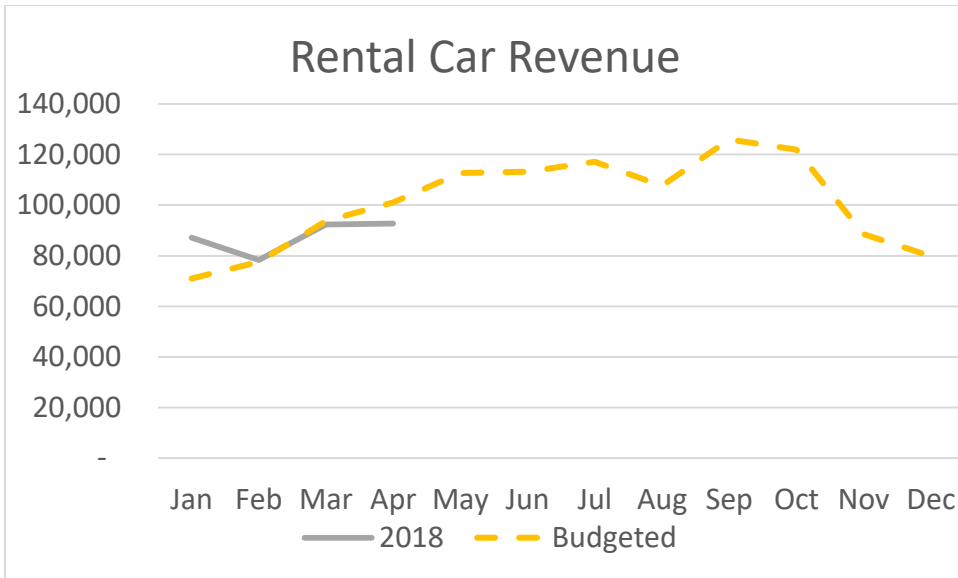
As of Date: 04/30/2018

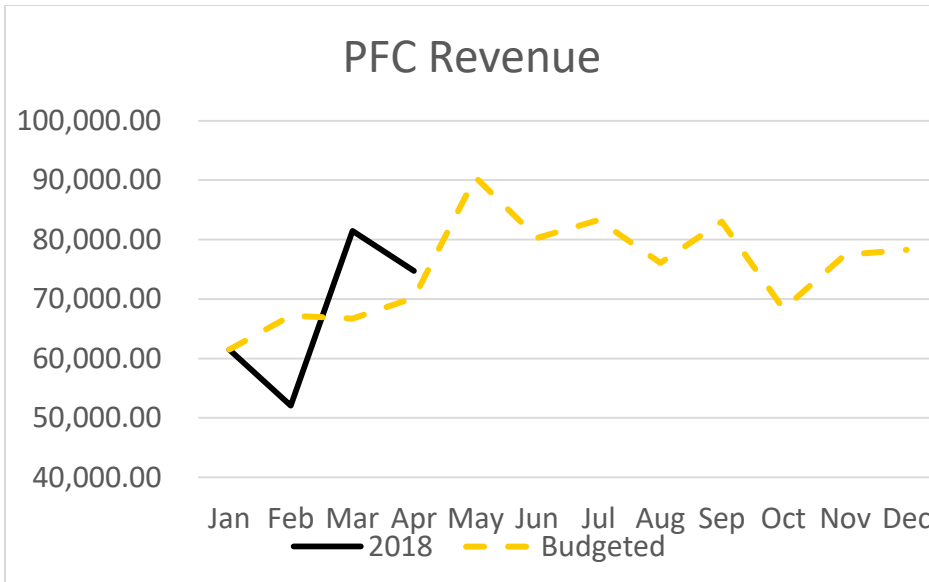
	Year to Date 4/30/2018	Year To Date 4/30/2018	Year to Date 04/30/2017	Year To Date 04/30/2018	Year To Date 04/30/2018	Month 04/30/2018	Month 04/30/2018	Month 04/30/2017	Month 04/30/2018	Month 04/30/2018
	Budget	Actual	actual	Budget Diff	Budget % Var	Budget	Actual	actual	Budget Diff	Budget % Var
Operating revenue										
Aeronautical revenue	859,053	881,750	863,404	22,697	2.64 %	209,286	220,750	199,369	11,464	5.47 %
Non-aeronautical revenue	1,122,488	1,147,478	1,139,361	24,990	2.22 %	302,747	304,890	292,967	2,143	0.70 %
Total Operating revenues	1,981,541	2,029,228	2,002,765	47,687	2.40 %	512,033	525,640	492,336	13,607	2.65 %
Operating expenses	1,522,752	1,349,030	1,332,809	(173,721)	(11.40) %	401,113	308,547	326,414	(92,566)	(23.07) %
Operating income, before depreciation	458,789	680,198	669,956	221,409	48.25 %	110,920	217,093	165,922	106,173	95.72 %
Operating gain (loss)	458,789	680,198	669,956	221,409	48.25 %	110,920	217,093	165,922	106,173	95.72 %
Non-operating revenue (expenses)	(3,546,925)	(862,236)	(51,963)	2,684,689	(75.69) %	(1,719,275)	(279,814)	31,565	1,439,461	(83.72) %
Excess of revenue over (under) expense	(3,088,136)	(182,038)	617,993	2,906,098	(94.10) %	(1,608,355)	(62,721)	197,487	1,545,634	(96.10) %

A discussion among the board and Ms. Padalecki about the financial statements and how it's laid out, how they read, and how to improve it.

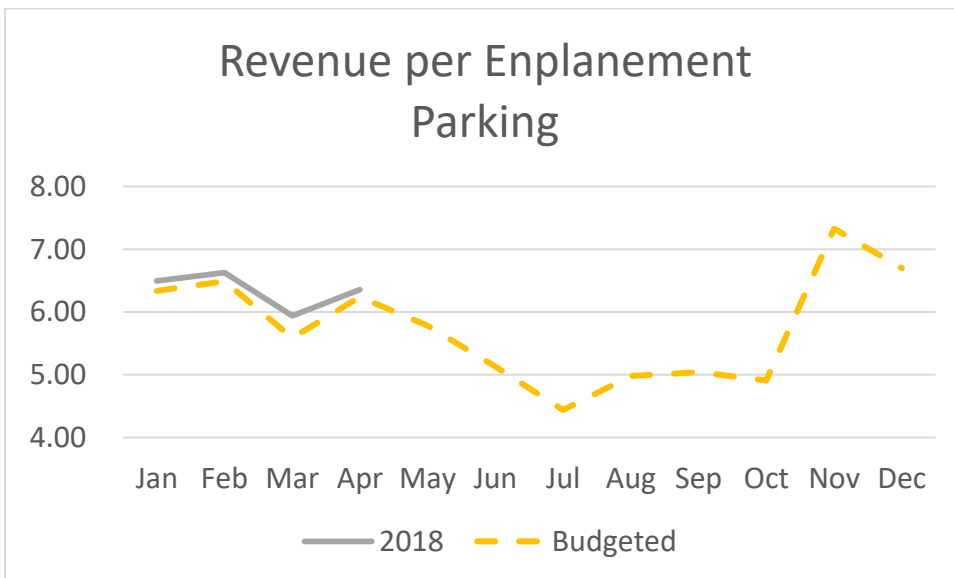
Non-Airline revenues apart from parking revenue, are holding steady above budget.

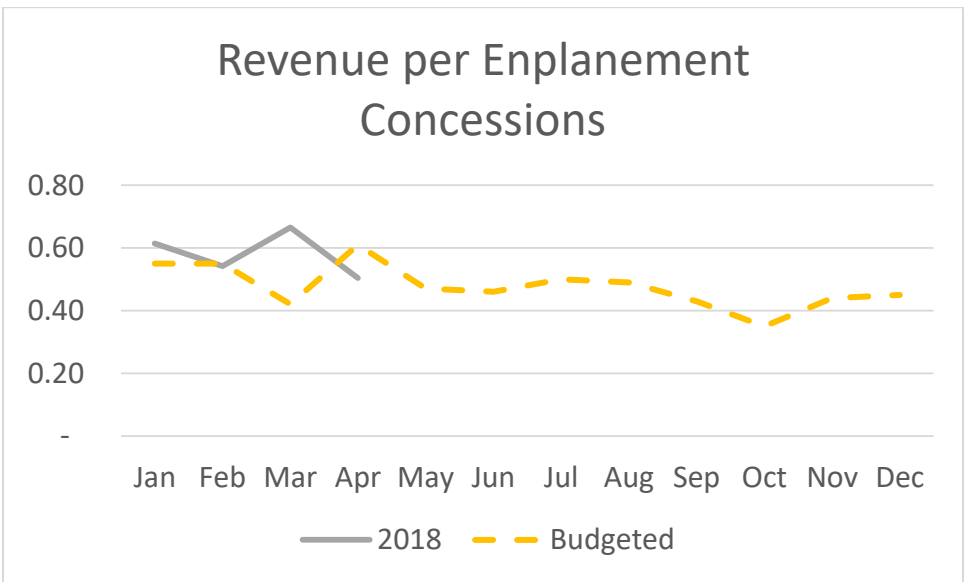
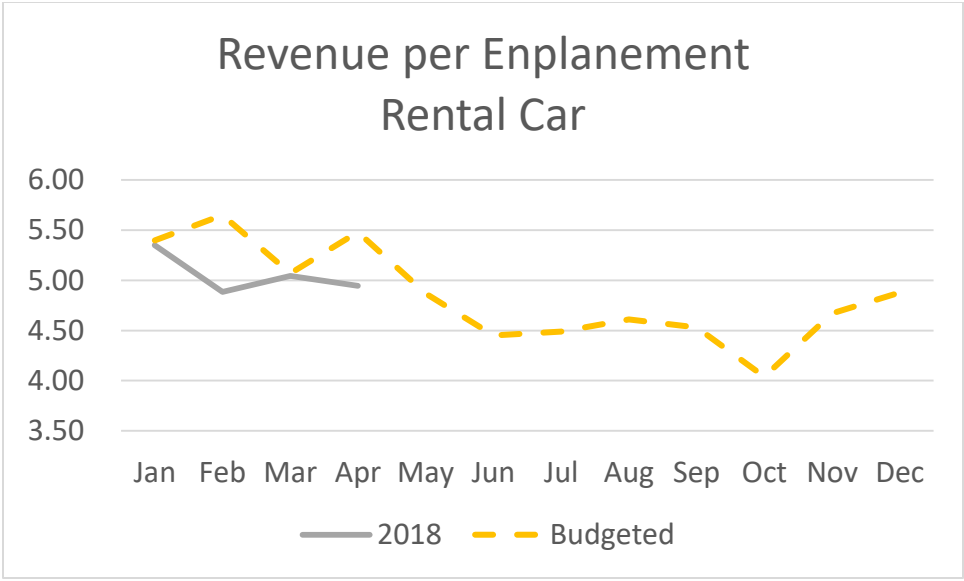


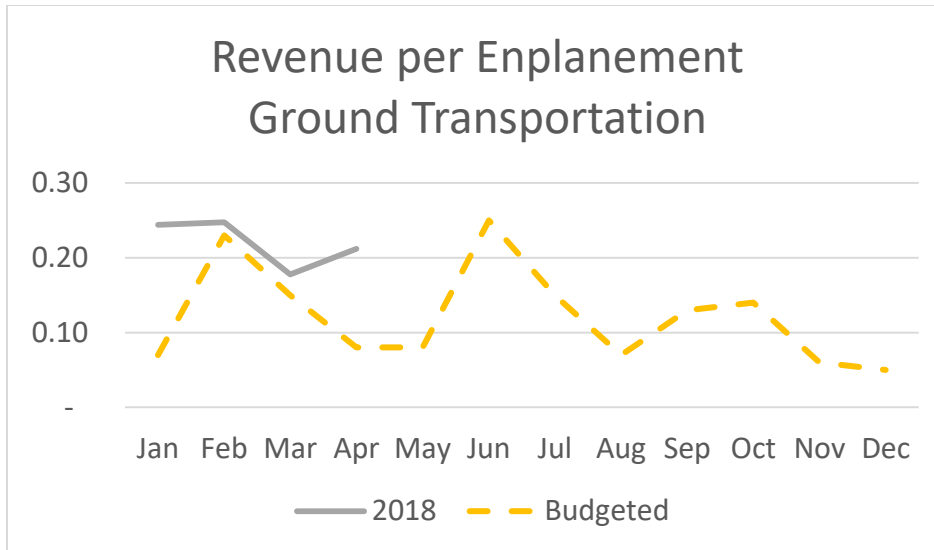




Nonairline revenue is trending close to budget; increase in ground transportation revenue is driven mainly by Uber. Lyft started in the valley mid-June- Could see more uptick in TNC ground transportation.







C. Operation Report

Mr. Papko briefed the board on Minimum Standards process. Mr. Papko stated that the airport has received our third draft of Minimum Standards/General Provisions. The draft will be made available for the July Board workshop. The airport will solicit feedback/revisions from the Board at that time, then the airport will request board approval to release draft for tenant and stakeholder feedback at the July Board Meeting. Commissioner Shrader asked if the draft will be distributed before the workshop so that the board can digest it a little bit. Mr. Papko stated they will be.

D. Project Report

Mr. Trinklein briefed the board on the current contractors and consultant, showing them a flow chart of who is overseeing what project. The board thank him for the flow chart. Chairman Taggart asked for AIP numbers to be on the same flow chart so that the board can keep track of it all.

E. Contractor Report

Scott Cary with Mead & Hunt briefed the board on the runway and enabling projects.

Geoff Mohny with Mead & Hunt briefed the board on the passenger loading bridge. Ms. Padalecki stated that this project remains on schedule and on budget, but the airport is at the mercy of the manufacture of the loading bridge because of the high demand. Many other airports need multiple loading bridges, while GJT needs one. Commissioner Shrader asked if it's incumbent on the airport team to do the final commissioning on this or does the contractor handle all the final inspections, like quality of welds, etc. Ms. Padalecki stated that it's on the contractor. A member of FCI briefed the board about steps taken on overseeing everything. Vice-Chairman Benton asked what the warranty is on the loading bridge. FCI stated is was a two year warranty that includes everything.

Colin Bible with Garver Engineering briefed the board on Taxiway A Rehabilitation. Mr. Papko wanted to thank Mr. Bible for accommodating operations requests as the project is at critical spots on the runway/taxiway. Commissioner Shrader asked if the bids had liquidated damages if the contractors couldn't meet the deadline. Mr. Bible stated yes and that it's hourly. Vice Chairman Benton asked if the projects will happen at the same time. Mr. Bible stated that these projects will happen on separate weekends.

Adam Shuler with FCI briefed the board on the third floor administration office renovation. Vice Chairman Benton had a question about doors and walls. Commissioner Shrader asked if the new design gets all of the interns upstairs or is there still a little bit of split. Ms. Padalecki stated that the new design does get everyone upstairs, but the badging office will be on the 2nd floor. It also allows for one or two intern expansions, all of direct reports will be upstairs. The only two offices that will not be upstairs are the supervisors on Mr. Peck's team, Manny and Shawn.

Ms. Padalecki wanted to thank all of the contractors and consultants.

Chairman Taggart stated that while it would be nice for the conference room to be a little bit bigger, he doesn't want to compromise the airport team in order to make it bigger. Commissioner Shrader agreed with Chairman Taggart. Vice Chairman Benton thanked the contractors and consultants as well.

VI. Consent Agenda

- A. May 15, 2018 Meeting Minutes
- B. Resolution CDOT Internship Grant
- C. Invoice BLM review fees
- D. Invoice Replacement Runway 12/30 Project Design – Mead & Hunt
- E. Invoice Terminal Renovation Design – Mead & Hunt
- F. Invoice RTR Bidding – Mead & Hunt
- G. Sky Adventures sublease renewals

*Commissioner Shrader moved for the Board to approve the Consent Agenda.
Commissioner Tuflly seconded. Voice Vote. All Ayes.*

Vice Chairman Benton asked about the BLM invoice about the consumption of \$19,000 deposit. Mr. Trinklein stated that it has been consumed and they are requesting additional funds.

VII. Action Items

A. FAA Grant Offer Approval

Mr. Trinklein briefed the board on the FAA grant offer. The airport hasn't physically received the FAA grant offer. This tab was put in place in case the airport received

the grant before the board meeting. Therefore the Grant offer approval will be next month.

B. Recommendation of award 27 ¼ road relocation

This action item was removed from the agenda.

C. Recommendation of award remote transmitter/receiver relocation

This action item was removed from the agenda.

D. Recommendation of award taxiway A

Little discussion on this action item as it was already discussed earlier.

Vice Chairman Benton moved for the Board to approve the staff recommendation of award for taxiway A. Commissioner Velarde seconded. Voice Vote. All Ayes.

E. General Contractor procurement scope of services contract

Mr. Trinklein and Geoff Mohny with Mead & Hunt briefed the board on the general contractor procurement scope. Commissioner McDaniel asked how do the on call general contractor get compensated. Mr. Mohny stated that it depends on how the airport would like to do it. Typically with on call part of the contract, you set in place general overhead costs as well as information on how rates are set. Commissioner McDaniel asked if Mead & Hunt will go out and find that on-call general contractor. Mr. Mohny stated yes. A discussion about the contract ensued. Chairman Taggart stated that this community is on fire with the amount of projects that are happening. District 51 jobs alone has buried sub-contractors. Getting an on call general contractor would give the airport leverage against other projects around the valley.

Vice Chairman Benton stated that while he agrees with Chairman Taggart about the general contractor and having leverage with the sub-contractors to get the jobs done, but \$55,000, it's a pretty high price tag for 3 or 4 GC applications in this process. Mr. Benton stated that project one is a little bit egregious. The airport could have done an RFP and gotten to the pre-proposal and the contractor evaluations, and the board could have made the decisions and selected a general contractor. Just food for thought. Ms. Padalecki stated that as the airport gets to the letter of interest stage and only 3 GC apply, the airport has the ability to stop, and do it in house. The \$55,000 is for the full scope of the work, but the airport can stop and pivot, and take it on ourselves. Commissioner Shrader asked if it was a lump sum or a T&M. Ms. Padalecki stated it was a fixed price for the full scope of work but they will only bill us for work completed.

Commissioner Tufly stated that there is not a lot of dollars at risk to see how it works and it sounds like staff thinks it's an important move. Commissioner Tufly continued stating that he's not positive that we will find GC's that we couldn't have on our own, but it gets the terminal project going so I see the reason why we are doing this.

Commissioner Tufly moved for the Board to approve the general contractor procurement scope of services contract up to \$56,216.00. Commissioner McDaniel seconded. Voice Vote. All Ayes.

F. Mid-year board officer changes

Chairman Taggart stated that he wanted to work on the transition with Angela and that he would prefer to step down from as the chair effectively after tonight. Chairman Taggart stated that he would not be leaving the board, as the city council has already voted on him staying another year. But we talked about this at the beginning of the year and would like to step down from chair and turning the reins over to Mr. Benton and get a new Vice Chairman. Commissioner McDaniel stated that if Mr. Taggart steps down the board technically needs to vote Mr. Benton in as Chairman.

Commissioner Shrader wanted to thank commissioner Taggart for his service as the Board Chairman with all of the activity that has been going on the last 14 months. Very much appreciated. All other commissioners agreed and thanked Commissioner Taggart.

Commissioner Taggart moved for the Board to approve Vice Chairman Benton as the new Chairman and Commissioner McDaniel and the new Vice Chairman. Commissioner Tufly seconded. Voice Vote. All Ayes.

VIII. Discussion Items

A. Change order East Terminal air carrier apron

Colin Bible with Garver Engineering briefed the board on the East Terminal Air Carrier Apron.

Commissioner Taggart thanked Mr. Bible and the Garver team for the work done with the whole air carrier apron and the work done to make the threat of legal action evaporate. Mr. Bible thanked the board for their support.

Chairman Benton asked about timing. Mr. Bible stated the he believes that the project should start up in August and are shooting to be done by Thanksgiving.

IX. Any other business which may come before the board

X. Adjournment

Commissioner Taggart made a motion to adjourn. Commissioner Velarde seconded. Voice Vote. All Ayes. Meeting adjourned at 8:24 PM

Tom Benton, Board Chairman

ATTEST:

Chance Ballegeer, Deputy Clerk to the Board