

Grand Junction Regional Airport Authority



Date: May 15, 2018

Location:

GRAND JUNCTION REGIONAL AIRPORT
2828 WALKER FIELD DRIVE.
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. Staff Reports

- A. Director's report (Angela Padalecki)
- B. Financial report (Angela Padalecki) _____ 1
- C. Projects (Eric Trinklein)

VI. Discussion Items

- A. Proposed lodging tax increase (Greg Caton) _____ 2

POSTED May 11, 2018

B. Mid-year Board Officer Changes (Rick Taggart)

VII. Consent Agenda

The Consent Agenda is intended to allow the Board to spend its time on the more complex items on the agenda. These items are perceived as non-controversial and can be approved by a single motion. The public or Board Members may ask that an item be removed from the Consent Agenda and be considered individually.

A. April 17, 2018 Meeting Minutes _____	3
B. Granum lease assignment _____	4
C. Navarro/DOE lease extension _____	5
D. Insurance Renewal _____	6
E. Xcel power relocation invoice _____	7
F. Replacement Runway 12/30 Project Design Invoice – Mead & Hunt _____	8
G. Terminal Renovation Design Invoice – Mead & Hunt _____	9
H. Taxiway A Design Invoice – Garver _____	10
I. East Terminal Apron Invoice – Garver _____	11

VIII. Action Items

A. General Contractor procurement scope of services contract (Eric Trinklein) _____	12
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IX. Any other business which may come before the Board

X. Executive Sessions

Executive Session for the purpose of discussing specialized details of security arrangements as authorized by C.R.S. Section 24-6-402(4)(c) 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).

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).

XI. Adjournment

Grand Junction Regional Airport Authority

Cash Flow from Operations

Unaudited - subject to change

	Year to Date			Variance		Month			Variance	
	Budget	Actual	Actual	Actual Vs Budget		Budget	Actual	Actual	Actual Vs Budget	
	03/31/2018	03/31/2018	03/31/2017	Dollar	Percent	03/31/2018	03/31/2018	03/31/2017	Dollar	Percent
Operating revenue										
Aeronautical revenue										
Passenger airline revenue										
Passenger airline landing fees	128,803	135,491	130,251	6,688	5.2%	45,250	45,765	46,665	515	1.1%
Terminal rent	295,500	295,461	302,986	(39)	0.0%	98,500	98,487	102,544	(13)	0.0%
Other (boarding bridge)	29,200	33,627	32,407	4,427	15.2%	10,000	18,230	9,981	8,230	82.3%
Total Passenger airline revenue	453,503	464,579	465,644	11,076	2.4%	153,750	162,482	159,190	8,732	5.7%
Non-passenger airline revenue										
Non-passenger landing fees	23,920	35,007	21,879	11,087	46.4%	8,464	12,455	7,742	3,991	47.2%
Cargo and hangar rentals	12,900	12,861	12,658	(39)	-0.3%	4,300	4,287	4,219	(13)	-0.3%
Fuel tax & flow age fees	159,144	147,173	163,494	(11,971)	-7.5%	63,752	62,587	72,468	(1,165)	-1.8%
Other (ramp parking, rapid refuel)	300	1,380	360	1,080	360.0%	100	540	120	440	440.0%
Total Non-passenger airline revenue	196,264	196,421	198,391	157	0.1%	76,616	79,869	84,549	3,253	4.2%
Total Aeronautical revenue	649,767	661,000	664,035	11,233	1.7%	230,366	242,351	243,739	11,985	5.2%
Non-aeronautical revenue										
Land and building leases	145,500	146,188	150,551	688	0.5%	48,500	49,267	49,125	767	1.6%
Terminal - restaurant & retail	27,700	30,849	28,282	3,149	11.4%	8,500	12,162	8,637	3,662	43.1%
Terminal - other	47,700	63,887	63,888	16,187	33.9%	15,900	21,296	21,296	5,396	33.9%
Rental cars	242,231	257,690	243,139	15,459	6.4%	93,715	92,268	81,617	(1,447)	-1.5%
Parking and ground transportation	344,010	331,895	350,089	(12,115)	-3.5%	115,106	111,896	115,532	(3,210)	-2.8%
Other (security fee, overtime fee, etc)	12,600	12,079	10,445	(521)	-4.1%	4,200	4,905	2,149	705	16.8%
Total Non-aeronautical revenue	819,741	842,588	846,394	22,847	2.8%	285,921	291,794	278,356	5,873	2.1%
Total Operating revenues	1,469,508	1,503,588	1,510,429	34,080	2.3%	516,287	534,145	522,095	17,858	3.5%

Grand Junction Regional Airport Authority

Cash Flow from Operations

Unaudited - subject to change

	Year to Date			Variance		Month			Variance	
	Budget	Actual	Actual	Actual Vs Budget		Budget	Actual	Actual	Actual Vs Budget	
	03/31/2018	03/31/2018	03/31/2017	Dollar	Percent	03/31/2018	03/31/2018	03/31/2017	Dollar	Percent
Operating expenses										
Personnel compensation and benefits	597,233	572,521	478,717	(24,712)	-4.1%	247,613	249,786	154,286	2,173	0.9%
Communications and utilities	84,914	78,444	78,839	(6,470)	-7.6%	26,473	23,553	22,968	(2,920)	-11.0%
Supplies and materials	93,285	97,945	127,253	4,660	5.0%	43,812	40,865	31,586	(2,947)	-6.7%
Contract services	184,223	166,470	175,745	(17,753)	-9.6%	98,526	87,930	30,747	(10,596)	-10.8%
Repairs & maintenance	67,405	51,666	52,358	(15,739)	-23.3%	26,190	15,404	15,234	(10,786)	-41.2%
Insurance	23,979	24,003	22,794	24	0.1%	7,993	7,993	7,598	0	0.0%
Other (travel, marketing, air service, etc)	70,600	56,165	70,690	(14,435)	-20.4%	31,525	20,868	15,182	(10,657)	-33.8%
Total Operating expenses	1,121,639	1,047,214	1,006,396	(74,425)	-6.6%	482,132	446,399	277,601	(35,733)	-7.4%
Operating gain (loss)	347,869	456,374	504,033	108,505	31.2%	34,155	87,746	244,494	53,591	156.9%
Non-operating revenue (expenses)										
Passenger facility charges	201,969	195,053	188,977	(6,916)	-3.4%	73,243	81,459	65,375	8,216	11.2%
Interest income	19,200	35,658	18,260	16,458	85.7%	6,400	11,664	6,217	5,264	82.3%
Interest expense	(211,661)	(211,660)	(223,888)	1	0.0%	(70,391)	(70,391)	(74,489)	0	0.0%
Customer facility charges	136,171	129,008	123,000	(7,163)	-5.3%	53,163	41,924	42,944	(11,239)	-21.1%
Capital contributions	785,051	379,648	0	(405,403)	-51.6%	467,649	9,314	0	(458,335)	-98.0%
Capital expenditures	(2,647,280)	(999,029)	(65,500)	1,648,251	-62.3%	(2,144,610)	(456,653)	(64,875)	1,687,957	-78.7%
Debt principal payments	(111,100)	(111,100)	(107,876)	0	0.0%	0	0	0	0	0.0%
Other (Legal Settlement)	0	0	(16,500)	0	0.0%	0	0	(16,500)	0	0.0%
Total Non-operating revenue (expenses)	(1,827,650)	(582,422)	(83,527)	1,245,228	-68.1%	(1,614,546)	(382,683)	(41,328)	1,231,863	-76.3%
Excess of revenue over (under) expense	(1,479,781)	(126,048)	420,506	1,353,733	-91.5%	(1,580,391)	(294,937)	203,166	1,285,454	-81.3%

Grand Junction Regional Airport Authority

Statements of Changes in Net Position

Unaudited - subject to change

The financial report discussion will explore variances of current year versus prior year greater than \$10,000 and 10%.

Revenues:

Other Operating Revenue – Revenue is above budget because \$8,000 of deicing disposal revenue was budgeted in February but received in March.

Non-passenger landing fees – Revenue is above budget because of additional FedEx landings compared to prior years.

Terminal Other – TSA rent was budgeted to have decreased starting in January. The space was relinquished back to the Authority April 1.

Interest income – The collected interest is from the \$9m bond fund that is to be used for the terminal and runway projects. The budget is assuming the reduction of the bond fund as the projects are completed throughout the year. With the change in the amount of expected project cost on the terminal (down from \$8.5m to \$4m) and bond funds being used on the runway, we do not expect to fully utilize \$9m in 2018. The remaining \$5m bond funds for the runway project are anticipated to be used for the airport's portion of the funding. Depending on the amount of federal funding received and the construction timeline will determine the pace at which the bond funds are used.

Customer facility charges – The increase in CFC revenue is consistent with prior year. Budget was adjusted up to reflect current year trend of increased CFC's in previous months.

Capital contributions – This actual revenue is well below budget due to a timing lag in invoice receipt and submittal for FAA reimbursement.

Expenses:

Repairs & Maintenance – \$4,700 was budgeted for LED light replacement on Landing View lane and \$2,500 was budgeted for replacing parking stops in rental cars, these projects will be completed later in 2018.

Contract services – Legal fees were less than prior years, thus causing them to come in under budget.

Other expenses – Air Service Development and Marketing were not utilized during the first quarter of the year. Staff will be reforecasting the 2018 budget to determine if the total budgeted amount is still expected to be spent. Additionally, ARFF training expenses were expensed two months before budgeted.

Capital expenditures – Terminal renovations were budgeted to have been well underway in March. The timeline and budgeted amount for the terminal renovations will be assessed and adjusted during 2018 budget reforecasting.

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Proposed lodging tax increase		
PURPOSE:	Information <input checked="" type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input type="checkbox"/>
RECOMMENDATION:	N/A		
LAST ACTION:	N/A		
DISCUSSION:	Greg Caton, Grand Junction City Manager, will provide an update to the Airport Board on a proposed lodging tax increase. The proposed increase is intended to provide additional funding for the promotion of tourism in the Grand Junction community, including funding for air service development. Grand Junction City Council has indicated they are working toward having this question on the November 2018 ballot.		
FISCAL IMPACT:	N/A		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Draft Lodging Tax Resolution		
STAFF CONTACT:	Angela Padalecki		



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
April 17, 2018

REGULAR BOARD MEETING

Time: 5:15PM

I. Call to Order & Pledge of Allegiance.

Mr. Tom Benton, Board Vice-Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on April 17, 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 Erling Brabaek Clay Tufly Thaddeus Shrader Ron Velarde <i>Airport Staff:</i> Angela Padalecki, <i>Executive Director</i> Victoria Hightower, <i>Clerk</i> Chance Ballegeer, <i>Deputy Clerk</i> Ty Minnick Eric Trinklein Shelagh O’Kane Mark Papko	<i>Other:</i> Mat Elmore, Microgrid Energy Scott Cary, Mead & Hunt PJ McGovern, P&L Properties Bradley Sullivan, CHA
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II. Approval of Agenda

Chairman Taggart noted the following changes to the agenda.

- V - G. Lease amendment – Navarro DOE uranium calibration pads, will be removed due to the lease not being complete.
- VII – C. Lease amendment – Commemorative Air Force, will be removed due to unsolved issues.

Agenda was approve by major motion.

III. Commissioner Comments

Commissioner Brabaek thanked the staff for the many duties staff does. Commissioner Brabaek said that they have a great team with many different skills that they master and he thinks it's great that they all do many different things that may not even fall under their work scope but they do it anyways.

IV. Citizen Comments

None.

V. Consent Agenda

- A. March 20, 2018 Meeting Minutes
- B. Standard security guard monthly invoice – G4S
- C. Standard natural gas and electricity monthly invoice – Xcel
- D. Standard employee health insurance monthly invoice – Rocky Mountain Health Plans
- E. Primary core switch replacement quotation
- F. General aviation ground lease reassignment – from Collin Fay to Crooked Horn
- ~~G. Lease amendment – Navarro DOE uranium calibration pads~~

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

VI. Staff Reports

A. Director's report

Ms. Padalecki briefed the Board. Ms. Padalecki commented on the discussion for a potential lodging tax increase and said that the airport has been providing information on that topic and the Air service Alliance has been working on it. Ms. Padalecki said that she attended a City Council Workshop in March about the topic and there will be another workshop where it is discussed again at the end of the month.

Chairman Taggart said that Council will be working on the percentage of increase, because they have to prepare a ballot item as well as a resolution. Chairman Taggart stated that if Council endorses the increase of lodging tax, they will look at how it breaks down because majority of Council wants to make sure those dollars go to specific needs of the community rather than an overall lump figure.

Ms. Padalecki said that they have talked about the Foreign Trade Zone (FTZ) with the Air service Alliance. Each Board member received a copy of the support letter from their representatives to the CBP, so the ball is in CBP's court.

Ms. Padalecki said that she wanted everyone to know that the federal budget that was passed, was good for the Airport because it kept in place some programs that are important to the Airport such as their contract tower because if there weren't any funds to fund that program the airport would have to fully fund it. The Small Community Air Service Development grant was also kept in there. Those are the types of grants that the airport of this size can apply for that offer the airport a lot of

value in the future. The AIP grant program received an extra billion in discretionary funding.

Ms. Padalecki said that she met with Senator Cory Gardner to talk about the possibility of the BLM headquarters moving here. Ms. Padalecki stated that she is going to proactively reach out to the airlines to let them know that as a Community they are working with the BLM to potentially move the headquarters here and if that were to happen they will be seeking direct service to Washington.

Ms. Padalecki said that they met with the hoteliers to talk about the rates for shuttles and what they are observing in terms of the data they have gathered so far. Ms. Padalecki said that so far they have been surprised at how many trips there are for the hoteliers and shuttles. Ms. Padalecki said that they talked to them about extending the data collection period through this year so that they could collect data, really analyze it to see what makes sense and then put it into place next year. Data will be collected through the third quarter and the fourth quarter will be used to determine the rate.

Ms. Padalecki said that they received notification from the TSA that they are going to be removing one of the CT80's, the scanning machine behind the ticket counter. Right now the Airport has three and they are going to take one and send it down to a hurricane affected area in the Caribbean.

Ms. Padalecki gave a brief update on minimum standards. Ms. Padalecki said that they are continuing to comb through leases to make sure understand how the minimum standards that they have drafted fit in with their business. Ms. Padalecki said that they are hopeful to have a draft that they can share within the next couple of months.

Ms. Padalecki briefed the Board on air service development. Ms. Padalecki said that Denver Air Connection gave away over 350 round trip tickets to non-profits in the community just to say thank you. That's over \$120,000 worth of tickets.

Ms. Padalecki briefed the Board and said that enplanements were down 5% through February driven by the declines on American and United; commercial passenger landing were up due to more diversions. February year to date scheduled landings were up slightly because of extra Denver Air Connection and other charter activity: diversions were up 33%. United diverted almost as many flights to GJT as Delta and American combined; Delta started diverting to GJT vs. SLC much more this winter than historically. FedEx landings continue to grow, but cargo weight is down. Ms. Padalecki said that they are still doing some digging to understand this.

B. Financial report

Operating revenue remained consistent with budget, while operating expenses stayed lower than budget

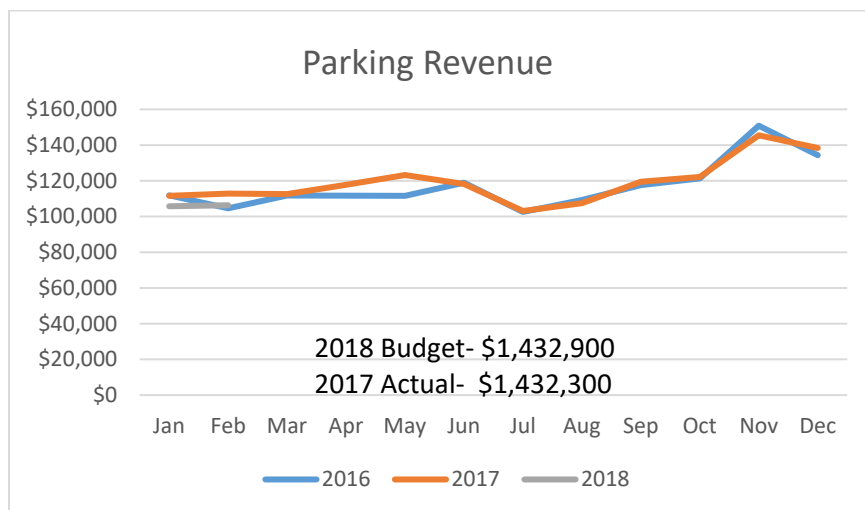
Grand Junction Regional Airport Authority Statements of Changes in Net Position

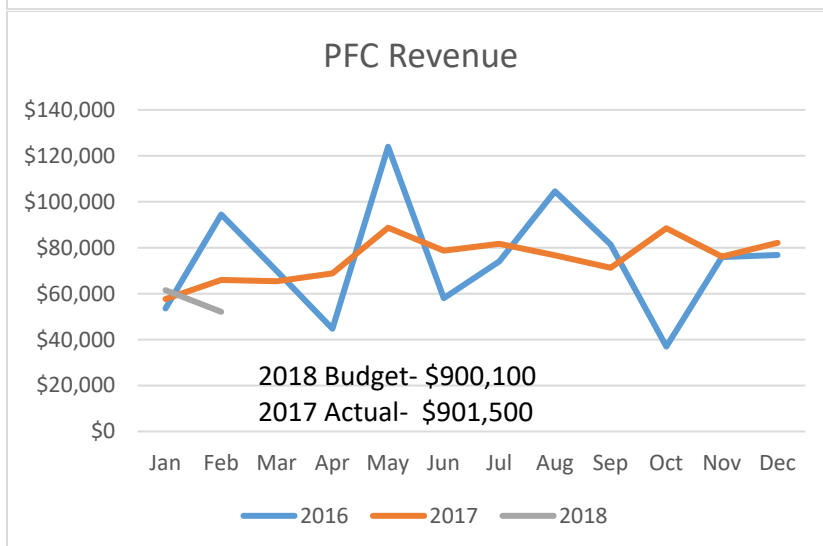
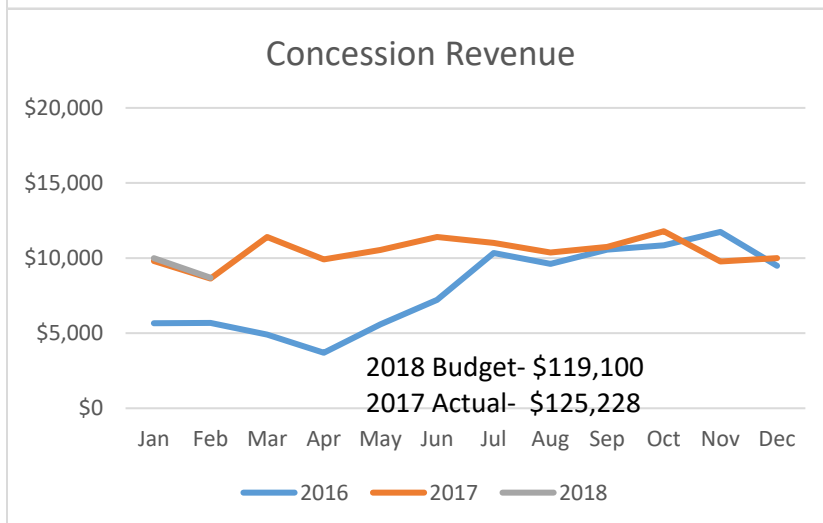
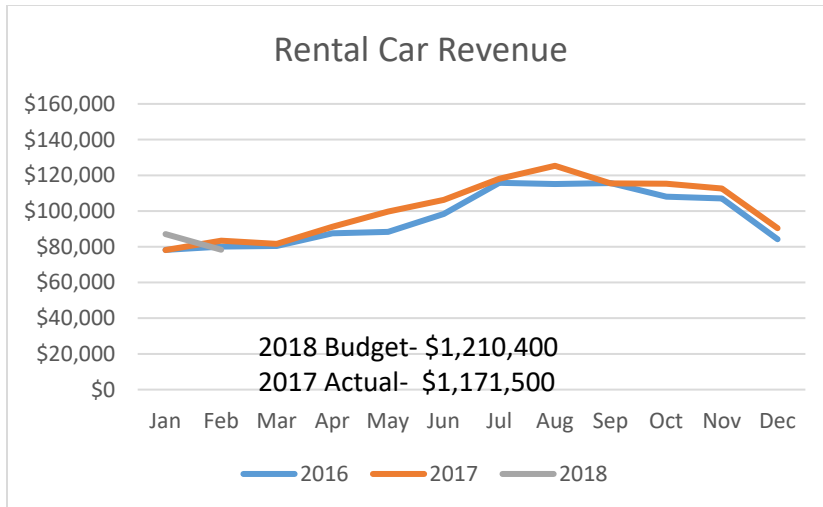
Unaudited - subject to change

	Budget 12/31/2018	Year to Date				Month			
		Budget	Actual	Variance Act vs Bud		Budget	Actual	Variance Act vs Bud	
		02/28/2018	02/28/2018	Dollar	Percent	02/28/2018	02/28/2018	Dollar	Percent
Operating revenue									
Total Aeronautical revenue	2,645,400	419,401	418,649	(752)	-0.2%	208,889	211,705	2,816	1.3%
Total Non-aeronautical revenue	3,626,000	533,820	550,795	16,975	3.2%	270,745	271,396	651	0.2%
Total Operating revenues	6,271,400	953,221	969,444	16,223	1.7%	479,634	483,101	3,467	0.7%
Total Operating expenses	4,734,155	639,507	600,816	(38,691)	-6.1%	319,264	293,533	50,179	15.7%
Operating gain (loss)	(2,862,755)	313,714	368,628	54,914	17.5%	160,370	189,568	29,198	18.2%
Total Non-operating revenue (expenses)	(12,100,795)	(213,104)	(199,739)	13,365	-6.3%	(255,579)	(250,742)	4,837	-1.9%
Excess of revenue over (under) expense	(14,963,550)	100,610	168,889	68,279	67.9%	(95,209)	(61,174)	34,035	-35.7%

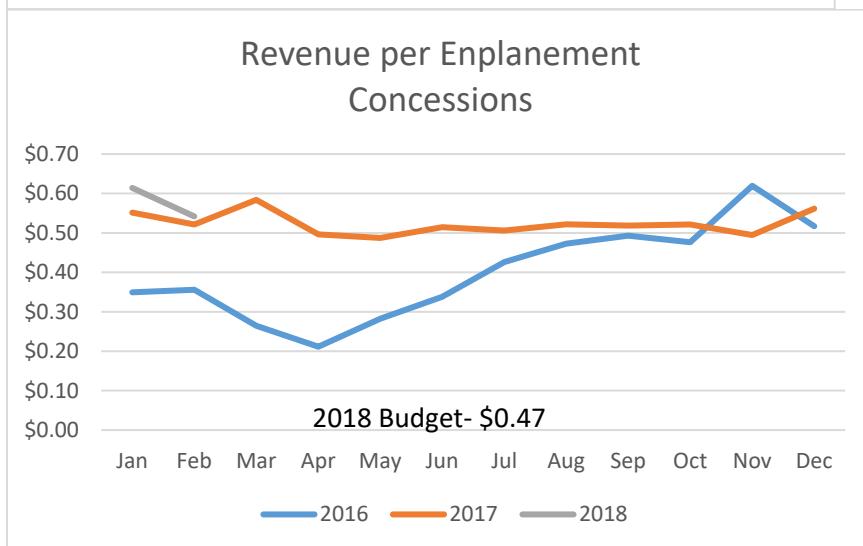
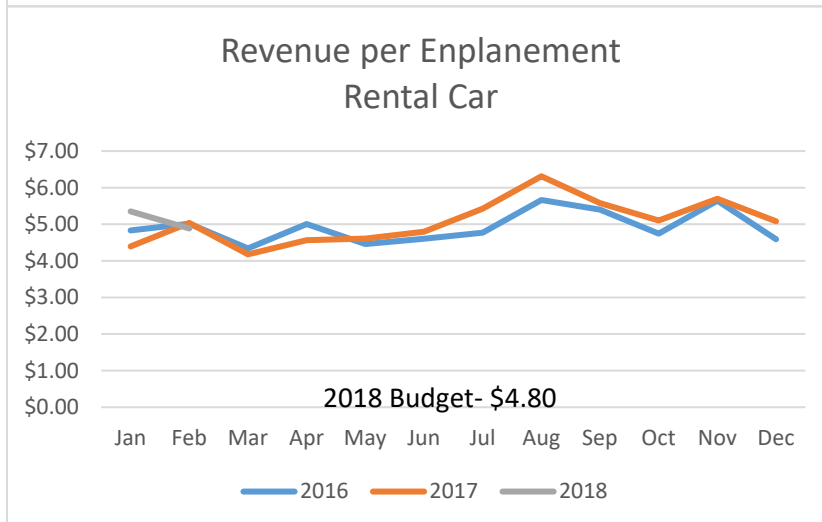
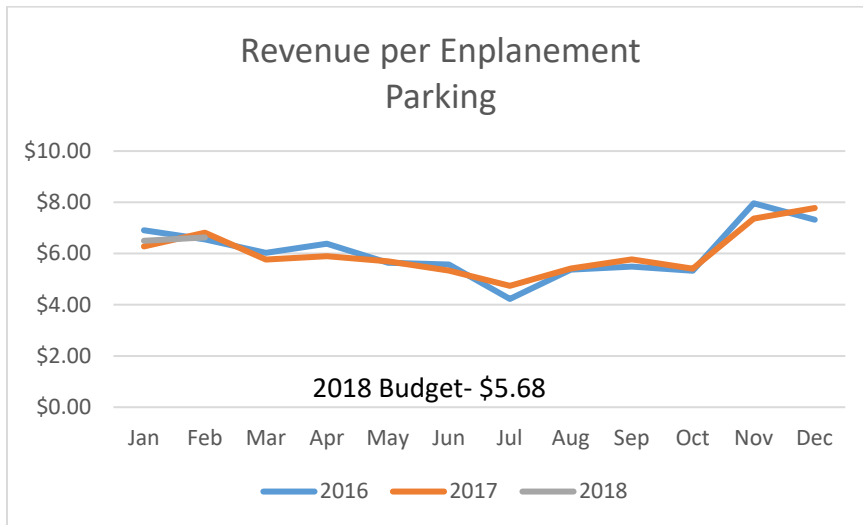
- Overall operating revenue year to date comes in slightly higher than budget by the TSA office space rent
- Operating expenses were lower than budget driven by personnel expenses with a two less FTE's and a \$12,000 workers compensation refund
- Non-operating revenue and expense is consistent with the revenue and expense related to the AIP projects.

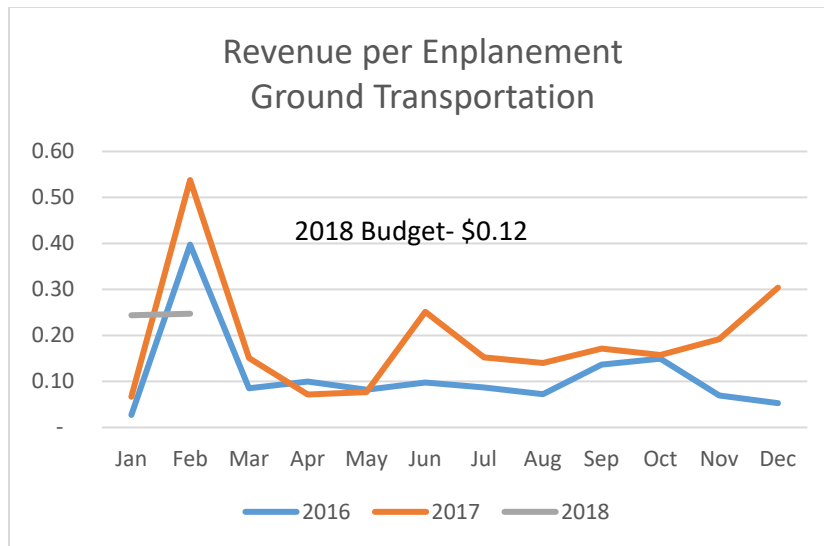
Rental car and concession revenues were relatively flat despite lower passenger traffic; parking and PFC revenues were down.





Nonairline revenue per enplanement was stable





It was decided to have a quarterly Finance and Audit Committee meeting and report back to the Board after those meetings.

VII. Action Items

A. Junction Aero Tech Tri-Party Agreement and West Star 2810 Hangar Amendment

Commissioner Tufly recused himself from discussion and abstained from voting.

Mr. Minnick briefed the Board. Mr. Minnick said that this is a continuation of the last Board meeting where the Board determined to delay approval of the tri-party until they could fix the west ramp/military ramp to get it to where it would be acceptable to carve out the taxiway and the connector. Mr. Minnick went through a brief timeline. Tri-Party Timeline:

- April 1, 2016 Junction Aero Tech receives approval on 50 year lease
- September 21, 2017 Junction Aero Tech receives approval on amendment to 50 year lease
- March 2018 board meeting – board requests revisions to “Military Ramp” to exclude taxiway
- April 2018 board meeting – Military Ramp is revised & additional ramp is added to West Star 2810 Hangar this lease

Staff recommends the board approve

1. Amended memorandum of ground lease agreements
2. Amendment to Tri-Party Agreement, and
3. Ground Sublease between Junction Aero Tech and West Star
4. Second amendment to Junction Aero Tech agreement
5. 2810 Hangar amendment

Commissioner Benton moved for the Board to adopt staff recommendation to approve 1. Amended memorandum of ground lease agreements. 2. Amendment to Tri-Party Agreement, and 3. Ground Sublease between Junction Aero Tech and West Star. 4. Second amendment to Junction Aero Tech agreement. 5. 2810 Hangar amendment. Commissioner Brabaek seconded. Voice Vote. All Ayes. Commissioner Tufly abstained.

B. Lease amendment – West Star FAA Tower

Mr. Minnick stated that this is the office and garage lease that West Star currently occupies. This lease is set to expire in October of 2018. The amendment will extend the lease to October 2028 and including two additional 5 year terms. West Star has agreed to repair the ramp north of the control tower within 18 months of lease execution.

Commissioner Tufly moved to approve the Lease amendment – West Star FAA Tower. Commissioner McDaniel seconded. Voice Vote. All Ayes.

~~C. Lease amendment – Commemorative Air Force~~

VIII. Discussion Items

A. Microgrid Solar Garden Subscription Agreement

Staff asked Oak Leaf Energy Partners and Microgrid Energy LLC to study the Airport's electrical consumption and to prepare a presentation for senior management. Both companies were asked to evaluate the possibility for the Airport to participate in solar subscription as well as look into option for the Airport to host a solar garden. Each vendor presented and their presentations were evaluated on the financial benefit to the Airport, risk to the Airport, as well as the quality of the presentation.

Mr. Ben Peck introduced Mat Elmore with Microgrid. Mr. Elmore gave a brief presentation to the board. Fiscal impact: Reduction in the Airport's electrical expense. The savings are estimated to be \$1,015,811 over a 20 year period.

Staff recommends the Board authorize the Executive Director to execute and Community Solar Service Agreement with two of Microgrid's gardens, Mesa CSG 1 LLC and Mesa CSG 2 LLC, and allow staff to continue working with Microgrid Energy, LLC to identify a site to host a future solar garden. Mr. Peck said that they received ancillary agreements from Excel energy that they would also like the Board to authorize Angela to sign. The agreement has been reviewed by counsel and one very minor change was made to the agreement.

Commissioner Tufly moved for the Board to approve staff to proceed with the agreement. Commissioner Velarde seconded. Voice Vote. All Ayes.

B. Projects

1. Replacement Runway 12/30 Project

Mr. Trinklein said that they would go more in depth with all of the projects at the May workshop. The FAA and CDOT will be at the May 1st workshop to talk about airport improvement program grants and their involvement. Mr. Trinklein said that for the runway they are moving into the 60% design which means the 30% design is complete. The big piece is the construction contracts that are out to bid for 27 ¼ Rd. and the Remote Transmitter/Receiver (RTR). 30 firms attended the pre-bid meeting for the 27 ¼ Rd and the RTR.

a. Remote Transmitter/Receiver Task Order Construction Bidding – Mead & Hunt

Mr. Trinklein briefed the Board. Task Order No. 3 is for the Professional Services Agreement between Mead & Hunt and GJRAA for the Airport Improvement Project (AIP) 57, Remote Transmitter Receiver (RTR) Relocation.

The scope of services includes bidding services for the RTR Relocation Project. To facilitate the construction of Runway 12/30, the Remote Transmitter Receiver (RTR) will be relocated 600 feet to the northwest. Bids for this project are due by April 26, 2018. Fiscal impact: \$13,031.00 FAA, \$1448.70 GJRA-budgeted dollars, \$14,479.70 total.

Commissioner Benton moved for the Board to approve the RTR relocation project task order #3, Grand Junction Regional Airport Professional Service Agreement with Mead & Hunt in the amount of \$14,479.70 which GJRA's is \$1,448.70. Commissioner Brabaek seconded. Voice Vote. All Ayes.

b. 27 ¼ Road Task Order Construction Bidding – Mead & Hunt

Task Order No. 2 is for the Professional Services Agreement for Mead & Hunt to provide bidding services for the Airport Improvement Project (AIP) 58, 27 ¼ Road Relocation

The scope of services includes bidding services for the 27 ¼ Road Relocation Project. Relocation will move 27 ¼ Road outside of the proposed Runway 12/30 Runway Protection Zone (RPZ). Bids for this project are due by April 26, 2018. Fiscal impact: \$13,870.00 FAA, \$1,541.40 GJRA-budgeted dollars, \$15,411.40 Total.

Commissioner Tufly moved to approve 27 ¼ Road Task Order No. 2. Commissioner Shrader seconded. Voice Vote. All Ayes.

c. Runway Design Invoice – Mead & Hunt

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 Road.

Work completed this phase (no. 276615) includes the completion of a portion of Program Management, 30% design, RTR grading package, and 27 ¼ Road. Progress has been made for Land Acquisition and Permitting and Agency Coordination but are in the early stages of completion.

Work completed this phase (No. 277454) includes 30% Design and RTR Grading Package and completion of a portion of Program Management, Pre-Design, and 27 ¼ Road. 60% Design has just started and in the early stages on completion. Progress has been made for Grant Administration, Land Acquisition, and Permitting and Agency Coordination but are in the early stages of completion.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Shrader moved for the Board to approve payment of Mead & Hunt Invoice No. 276615 & 277454. Commissioner Tufly seconded. Voice Vote. All Ayes.

2. Taxiway A

a. Design Invoice – Garver

The invoice includes work by Garver on the Taxiway A Rehab project design through April 6 as a progress billing.

Work completed this phase includes the completion of Geotechnical Services and Engineering Design Report, as well as completion of a portion of the Final Design. No progress has been made for Bidding Services.

A draft CSPP and final documents were submitted for FAA review on March 16th. After review of this submittal is completed, bid documents will be completed and FAA will provide funding for advertisements a bidding. Fiscal impact: \$41,479.56 FAA, \$4,608.84 GJRA-budgeted dollars, \$46,088.40 total.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Benton moved for the Board to accept the recommendation and approve Garver Invoice No. 17081934-4 in the

amount of \$46,088.40. Commissioner Velarde seconded. Voice Vote. All Ayes.

3. East Terminal Apron

a. Work Order No. 4 – Garver

Task Order A was signed on May 18, 2017 to provide construction support services for improvements to the East Terminal Airport Carrier Apron. The proposed reconstruction of the air carrier apron will improve approximately 10,200 square yards of the existing commercial apron.

Work Order No. 4 is for the selection of Garver, LLC to provide additional construction phase services for the East Terminal Air Carrier Apron project.

The additional construction phase services includes coordination with the Contractor, Owner, and FAA, as well as evaluating test results and recording data. Garver will also provide services related to the project that are not included in the agreement, when requested by the Owner. Fiscal impact: Not to exceed \$20,000.

*Commissioner Tufly moved for the Board to approve East Terminal Apron Garver Work Order No. 4. Not to exceed \$20,000
Commissioner Velarde seconded. Voice Vote. All Ayes.*

4. Terminal Renovation

a. Design Invoice – Mead & Hunt

This invoice is the progress billing for the terminal building renovations for work completed through December 31.

Work completed this phase includes completion of a portion of Project Management and Schematic Design, as well as Construction Documents and Permit and Bid are in the early stages of completion. Fiscal impact: \$57,451.67-budgeted dollars.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Benton moved to approve payment of Mead & Hunt invoice No. 277599, in the amount of \$57,451.67. Commissioner Brabaek seconded. Voice Vote. All Ayes.

b. Revised Task Order Design – Mead & Hunt

The scope of services was revised on April 6, 2018 for the Passenger Terminal Building Project Renovations to be completed by Mead & Hunt Architecture.

The scope of services includes providing architectural and engineering design services for Civil, Structural, Architectural, Mechanical, Electrical, Plumbing and Fire Protection, Fire alarm, and Technology systems. Fiscal impact: \$465,926 GJRA-budgeted dollars.

Commissioner Tufly moved to approve the revised scope of service, Terminal Building as revised on April 6, 2018 in the amount of \$465,926. Commissioner Brabaek seconded. Voice Vote. All Ayes.

5. Passenger Boarding Bridge

a. Design Invoice – Mead & Hunt

This invoice is the progress billing for the design of the Passenger Boarding Bridge Installation located at Gate 1.

Work completed this phase includes construction documents and completion of a portion of the permit and bid. Schematic design work has been completed and no further progress has been made on project management.

Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice. Fiscal impact: \$16,679.18-budgeted dollars.

Commissioner Benton moved for the Board to approve payment to Mead & Hunt for invoice No. 277502 in the amount of \$16,679.18. Commissioner Brabaek seconded. Voice Vote. All Ayes.

b. Construction Project Award – FCI

One bid for the Gate 1 Passenger Loading Bridge was received on March 9, 2018. The bid was from FCI and JBT as their partner and was under budget. Bid evaluation has been completed by Mead & Hunt and was found to have met all of the specification requirements.

FCI was selected as a qualified firm because of their previous experience with airport projects and their high expertise project team.

Commissioner Benton moved to approve staff recommendation to award FCI contract associated with Gate 1 passenger loading bridge with JBT as a subcontractor in the amount of 1,047,413.00. Commissioner Tufly seconded. Voice Vote. All Ayes.

c. Task Order Construction Administration – Mead & Hunt

Exhibit A is for Construction Administration services for the Passenger Loading Bridge to be completed by Mead & Hunt Architecture for GJRAA.

The scope of services includes Construction Administration service associated with the construction of a new Passenger Loading Bridge (PLB). Mead & Hunt Architecture will provide a qualified construction administrator to attend weekly progress meetings, coordinate construction documentation and communication, and will perform the design team's administrative tasks.

Commissioner Tufly moved for the Board to approve Construction Administration Scope of Services for the Passenger Loading Bridge Project in the amount of \$71,750. Commissioner Shrader seconded. Voice Vote. All Ayes.

6. Third Floor Office Renovation Project award – FCI

Qualifications were received on April 6, 2018 from one firm to provide professional services to renovate the 3rd floor office space in the airport terminal. FCI was selected by the staff. FCI will begin their design with the intent of providing a construction budget at the regular May Board meeting. Fiscal impact: Not to exceed design budget of \$15,000.

Chairman Taggart said that he would like staff to be as comfortable as possible because they may be in this spot for a while. Chairman Taggart suggested for staff to look into using the empty space that flows in the hallway to give them some extra room to expand.

Ms. Padalecki said that they will look into other options.

Commissioner McDaniel made a motion to approve a \$15,000 contract to FCI for design services for the third floor office renovation project and waive the requirements that prevent awarding under an RFQ. Commissioner Brabaek seconded. Voice Vote. All Ayes.

C. Governance Changes

Whistleblower hotline

Commissioner McDaniel briefed the Board. Commissioner McDaniel said that this is the Whistleblower Policy that was put in place in 2014 and the hotline was directed to Jane Quimby, the investigator, and she has resigned. Commissioner McDaniel said that they suggest the hotline going to Karl or Karl's firm. Redline in board packet.

Chairman Taggart said that he would prefer that it read the reporting piece to a supervisor and then go on to the hotline and have any complaints go to the board. Chairman Taggart said that it puts a board member in a very difficult position of what they would do as an individual board member and then is put in a position to potentially take sides.

Commissioner McDaniel said that he would remove that. Commissioner McDaniel also commented that he doesn't think it's necessary to offer people complete anonymity.

Commissioner Velarde suggested to also remove the supervisor as a reporting tear and have all complaints go straight to the hotline.

Commissioner Benton asked if there are any federal requirements relative to the airport's type of entity that does require complete anonymity.

Mr. Hanlon said that he would look into it.

Commissioner McDaniel moved for the Board to approve this Fraud Prevention and Whistleblower Protection policy in the interim until they can produce a new ethics policy, with the exception of what is in the book, eliminating the board member as a party to whom a fraud could be reported. Commissioner Brabaek seconded. Voice Vote. All Ayes.

Purchasing and Procurement Policy

Mr. Minnick said that this one has added language to the existing policy to streamline their payable and hopefully eliminate some of the redundant invoices that the board would see, such as, utilities, employee benefits, to allow progress payments on fixed rate contracts that are under \$100,000. Mr. Minnick said that legal fees and invoices, they didn't have a formal policy on how to handle legal fees but have been sent via DocuSign to all board members for review and approval, so it will now be formalized in the policy.

Chairman Taggart suggested to add language that says all purchases are subject to there being an available budget.

Mr. Trinklein said that the next section is to align with federal requirements that they have with RFQ's. Mr. Trinklein said that the goal is, not only compliance with FAA contracts but also to make their RFQ process useful.

Mr. Minnick said that the final item is an added item which will be approval of Executive Director reimbursements. Those reimbursements will go to the Finance Manager for review and approval and if there is a disagreement those requests would be presented to the audit committee for approval.

Commissioner Benton suggested that it be reviewed quarterly by an executive committee.

Ms. Padalecki asked if it could be submitted to the board members of the Finance and Audit Committee, and review it quarterly, as well as p-card statements.

Commissioner Benton replied yes.

Commissioner Tufly moved for the board to approve the proposed changes as well as the amendments made during discussion. Commissioner Shrader seconded. Voice Vote. All Ayes.

Resolution No. 2018-003: Revised Resolution Concerning Execution of Documents Pertaining to Bank Accounts

At the January 2018 Board Meeting, the board adopted resolution 2018-002 adding Angela Padalecki as Executive Director. The banking resolution requires amending to change the two signature requirement threshold from \$2,000.00 to \$10,000.00 Staff recommends the Board adopt resolution No. 2018-003.

Commissioner Brabaek moved for the Board to approve Resolution No. 2018-003: Revised Resolution Concerning Execution of Documents Pertaining to Bank Accounts. Commissioner Tufly seconded. Voice Vote. All Ayes.

Rates & Charges

Mr. Minnick said that this is an annual resolution and the main thing on this one is taking the hotel fees from what they amended last year, reinstituting the prior fee to the hotel/motel courtesy vehicles which is the .20 cents per room.

Mr. Minnick said airport leases, for rental car service area which is an annual adjustment to increase the ground and building rate based on CPI. Mr. Minnick said that they use to have it just excluding part 121 and the wanted to add part 135 to cover Denver Air Connection.

Commissioner Brabaek stated that as for fuel flowage fees, part 135 operators go to West Star.

It was suggested to put in “operating out of the terminal” to fix that problem.

Commissioner Benton moved for the Board to approve the changes to Resolution No. 2018-004 as highlighted in red presented and with the additional amendments dealing with Part 135. Commissioner Tufly seconded. Voice Vote. All Ayes.

Commissioner Benton moved for the Board to approve the Citizen Comment Policy as amended providing for presentations being limited to three (3) minutes.

Commissioner Brabaek seconded. Voice Vote. All Ayes.

IX. Any other business which may come before the Board
None.

X. Executive Session

Commissioner McDaniel moved for the Board to go into Executive Session For conferences with an attorney for the local public body for the purpose 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). Commissioner Brabaek seconded. Voice Vote. All Ayes

The Board moved into Executive Session at 9:07PM

The Board did not take any action after Executive Session.

XI. Adjournment

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Lease Assignment and Consent to Lease Assignment – Granum Village Park, LLC and RPM Investments, LLC.		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board consent to the lease assignment between Granum Village Park, LLC and RPM Investments, LLC, and authorize the Airport Director to execute the Assignment.		
LAST ACTION:	On November 29, 2007 the GJRAA entered into a ground lease agreement with Granum Village Park, LLC which pertained to 15,542.00 total square feet of which 9,302.00 is OFA. On or about November 1, 2016 the GJRAA and Granum Village Park, LLC moved to the new ground lease agreement.		
DISCUSSION:	<p>Granum Village Park, LLC sold his hangar to Bradley Sullivan (RPM Investments, LLC). This allows the consent and lease assignment to transfer from Granum Village to RPM Investments, LLC.</p> <p>Lease assignment received a legal review and approval from Authority general counsel.</p>		
FISCAL IMPACT:	None.		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	1. Assignment of Ground Lease Agreement and Consent to Assignment		

ASSIGNMENT OF GROUND LEASE AGREEMENT AND CONSENT TO ASSIGNMENT

This Assignment of Ground Lease Agreement and Consent to Assignment is entered into this _____ day of _____, 2018, by Granum Village Park, LLC ("GRANUM"), and RPM Investments, LLC ("RPM"), and which is consented to by the GRAND JUNCTION REGIONAL AIRPORT AUTHORITY ("GJRAA").

Recitals

WHEREAS, on or about November 29, 2007 GJRAA and GRANUM entered into a Ground Lease Agreement ("Ground Lease Agreement") by which GRANUM agreed to lease certain real property and improvements (the "Improvements") from GJRAA; and

WHEREAS, on or about March 1, 2016 GJRAA and GRANUM moved the original lease to the new Ground Lease Agreement. The Ground Lease Agreement shall be collectively referred to herein as the "Lease."

THEREFORE, in consideration of the agreements set forth herein, as well as for other good and valuable consideration, all Parties agree as follows:

Agreement

1. GRANUM hereby assigns to RPM all of its rights, title, and interest in, to, and under the Lease. RPM hereby agrees to assume and perform all obligations, liabilities, and responsibilities of GRANUM under the Lease, which will arise or be incurred, or which are required to be performed, on or after the "closing" between GRANUM and RPM for the sale of the Improvements. However, GRANUM still remains responsible for all liabilities and obligations which accrued prior to the "closing" in regard to the Lease.
2. This Agreement is to become effective on **JUNE 7, 2018**, the date of the "closing," on the condition of the closing of the agreement between GRANUM and RPM for the sale of the Improvements. Should such closing not be completed by **JUNE 7, 2018**, this Agreement, as well as the consent of GJRAA, shall become null and void.
3. Subject to the conditions set forth in Paragraph 2, above, GJRAA releases GRANUM from any and all obligations under the Lease that accrue on or after the "closing," except for any hold harmless and/or indemnification obligations that GRANUM may have under the Lease, but which may arise after the "closing." However, this release is contingent upon RPM's agreement to assume and perform all obligations, liabilities, and responsibilities of GRANUM under the Lease. Additionally, this release shall not be construed as a consent or waiver of any rights that GJRAA has to object to any subsequent sublease or assignment of the Lease.

4. GRANUM hereby agrees to indemnify, defend, and hold RPM and GJRAA harmless from and against any and all liabilities, claims, demands, obligations, assessments, losses, costs, damages, and expenses of any nature whatsoever, including, but not limited to, costs and attorney's fees, which RPM or GJRAA may incur, sustain, or suffer, or which may be asserted or charged against RPM or GJRAA, as a result of GRANUM's actions or omissions and/or its performance or non-performance of its obligations, duties, responsibilities, covenants, and liabilities under the Lease being assigned prior to the "closing."

5. RPM hereby warrants, covenants, and agrees to diligently perform and discharge each and all of GRANUM's obligations, duties, responsibilities, and covenants under the Lease and to indemnify and hold GRANUM and GJRAA harmless from and against any and all liabilities, claims, demands, obligations, assessments, losses, costs, damages, and expenses of any nature whatsoever, including, but not limited to, costs and attorney's fees, which GRANUM or GJRAA may incur, sustain, or suffer, or which may be asserted or charged against GRANUM or GJRAA, as a result of RPM's actions or omissions and/or its performance or non-performance of its obligations, duties, responsibilities, covenants, and liabilities under the Lease on or after the "closing."

6. GRANUM warrants and agrees that as of the determined "closing" date, all payable rents, taxes, and/or assignments pertaining to the Lease or the Improvements have been paid in full.

7. RPM certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency.

8. Upon execution of this Agreement, RPM shall provide a Security Deposit in accordance with the Lease.

9. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

10. This Agreement shall bind and inure to the benefit of the Parties executing this Assignment and Consent to Assignment and their respective heirs, successors, and permitted assigns.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement on the date set forth below their signatures.

GRANUM VILLAGE PARK, LLC
2526 PINON
GRAND JUNCTION, CO 81505

RPM INVESTMENTS, LLC
P.O. BOX 100
WHITEWATER, CO, 81527

By: _____

By: _____

Date: _____

Date: _____

Approval of Assignment of Ground Lease Agreement

Effective upon proper execution by GRANUM and RPM, and contingent on the closing of the agreement between GRANUM and RPM for the sale of the Improvements, GJRAA hereby consents to the assignment of the Lease to RPM. Nothing in this consent shall be construed to expand or extend any term or condition of the Lease, or waive any performance of any term or condition of the Lease, either before, on, or after **JUNE 7, 2018**.

Grand Junction Regional Airport Authority

By: _____

Its: _____

Date: _____

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Second Addendum to Ground Lease Assignment: Navarro Research and Engineering, Inc.		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends that the Board approve the Second Addendum to the Ground Lease Agreement with Navarro.		
LAST ACTION:	On or about November 2013, the GJRAA and S.M Stoller agreed to the First Addendum which extended the lease for 5 years, expiring in May 31, 2018. On September 15, 2015 S.M Stoller assigned the lease to Navarro Research and Engineering, Inc.		
DISCUSSION:	Navarro current Ground Lease Agreement expires May 31, 2018. Therefore with the approval of the Second Addendum, the lease would be extended for five years, expiring May 31, 2023		
FISCAL IMPACT:	Annual rent is \$2,898.88		
ATTACHMENTS:	Second Addendum to the Ground Lease Agreement		
STAFF CONTACT:	Chance Ballegeer Airport Security Coordinator Email: cballegeer@gjairport.com Office: 970-248-8586		

SECOND ADDENDUM TO GROUND LEASE AGREEMENT

This SECOND ADDENDUM TO THE GROUND LEASE AGREEMENT (this “Second Addendum”) is made and entered into by and between the GRAND JUNCTION REGIONAL AIRPORT AUTHORITY (the “Authority”), a body corporate and politic of the State of Colorado, and NAVARRO RESEARCH AND ENGINEERING, INC (“Navarro”), a Tennessee corporation.

Recitals

WHEREAS, on or about June 1, 2008, the Authority and S.M. Stoller Corporation (“Stoller”) entered into a Ground Lease Agreement (the “Agreement”) by which Stoller agreed to lease certain real property (the “Premises”) from the authority; and

WHEREAS, the initial term of the Agreement began on June 1, 2008 and expired on May 31, 2013; and

WHEREAS, upon the expiration of the initial term, the Authority and Stoller agreed to the First Addendum to Ground Lease Agreement (“First Addendum”) to extend the term of the Agreement through May 31, 2018; and

WHEREAS, on or about October 1, 2015, Stoller assigned all of its rights, title, and interests under the Agreement to Navarro which assignment was agreed to by the Authority in the Assignment of Ground Lease Agreement and Consent to Assignment (“Assignment”); and

WHEREAS, the Authority and Navarro desire to extend the Agreement for an additional five-year period.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Extension of Term. This Second Addendum shall be effective at 12:00 a.m. on June 1, 2018, and the term of the Agreement shall be extended through and including May 31, 2023. Notwithstanding the foregoing, nothing in the Agreement or in this Second Addendum grants Navarro any right to extend the term of the Agreement beyond May 31, 2023 without the agreement of the Authority, acting in its sole discretion.

2. Ground Lease Rental Charged for the Period Beginning June 1, 2018. Beginning June 1, 2018, Navarro shall pay annual ground rent for the Premises at a rate of \$2,898.88. This rent will be paid in accordance with the procedures set forth in the Agreement and will be adjusted periodically as provided in the Agreement.

3. Agreement Remains in Effect. All terms used in this Second Addendum shall have the same meanings set forth in the Agreement and except as they are specifically modified herein, all provisions of the Agreement remain in full force and effect.

4. Right of Assignment. Navarro may assign its interests in the Agreement, as amended, to any responsible operator upon written consent from of the Authority, which consent shall not be unreasonably withheld. If an assignment is made, Navarro shall continue to be liable, jointly and severally, with the assignee, for the fulfillment of all terms and conditions arising under the Agreement, as amended, unless the Authority specifically releases Navarro in writing from such liability and future obligations. All subsequent assignors and assignees shall be subject to the Agreement, as amended, as if they were the original tenant/assignor.

5. Authority. The undersigned signatory for Navarro warrants and represents that he/she is an officer or agent of Navarro authorized to execute this Second Addendum on behalf of Navarro, and by such execution, Navarro shall be bound by this Second Addendum.

IN WITNESS WHEREOF, the Parties hereto have executed this Second Addendum effective as of the day and year set forth above.

GRAND JUNCITON REGIONAL AIRPORT AUTHORITY

By: _____

Printed Name: _____

Title: _____

Date: _____

NAVARRO RESEARCH AND ENGINEERING, INC.

By: _____

Printed Name: _____

Title: _____

Date: _____

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Insurance Renewal		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approval of the 2018 renewal of property and casualty insurance with Hub International.		
LAST ACTION:	N/A		
DISCUSSION:	The overall premiums are up approximately 4%. However, with the exception of Automobile, which is up 2.7% due to a pure rate increase, the other rates remained flat or decreased slightly. The premium increase is due to exposure base increases due to higher budgeted operating revenue and an increase in the Business Income coverage limit on the Property.		
FISCAL IMPACT:	Premium \$90,348.34		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Board Renewal Summary Renewal Premiums Pinnacol Dividend History		
STAFF CONTACT:	Angela Padalecki		

Grand Junction Regional Airport
Property & Casualty Insurance Renewal
June 1, 2018 – June 1, 2019 Policy Periods
(January 1, 2018 – January 1, 2019 for Workers Compensation)
Executive Summary

For the June 1, 2018 property and casualty renewal, the overall premiums are up approximately 4%. However, with the exception of Automobile, which is up 2.7% due to a pure rate increase, the other rates remained flat or decreased slightly. The premium increase is due to exposure base increases due to higher budgeted operating revenue and an increase in the Business Income coverage limit on the Property. Those exposure increases are as follows:

	<u>2017-18</u>	<u>2018-19</u>	<u>Increase</u>
Budgeted Operating Revenue	\$16,929,074	\$19,951,932	17.9%
Business Income Limit	\$5,272,563	\$5,439,778	3.2%













Specific to Automobile coverage, we are seeing increases in this line of business across the board due to distracted driving claims on the liability and catastrophic physical damage losses due to the 2017 spring hail storm in Denver, the Hurricanes in the Gulf region and the wildfires in California.

When taking into account the Workers Compensation premiums (which renewed January 1, 2018), the overall premiums are virtually flat with the combined renewal premiums totaling \$151,216 versus the expiring premiums of \$150,862. On its own, the workers compensation premium decreased a little over 5% from \$64,047 to \$60,868 even though payroll only decreased 2%.

Finally, there have been no insurance carrier changes to the property and casualty insurance program for the 2018-19 policy period. Please refer to the actual Commercial Insurance Proposal provided by HUB International for a full illustration of insurance carriers, coverage amounts and terms.



Renewal Premium Summary

Coverage	Expiring		Renewal	
	Carrier	Premium	Carrier	Premium
Property and Inland Marine	 TRAVELERS	\$28,804	 TRAVELERS	\$29,610
Airport General Liability Including Terrorism and War		\$20,012		\$20,812
Automobile Liability & Physical Damage	 TRAVELERS	\$7,888	 TRAVELERS	\$8,100
Public Officials Liability		\$18,141.39		\$19,856.34
Crime	 TRAVELERS	\$1,970	 TRAVELERS	\$1,970
Broker Fee	 HUB	\$10,000	 HUB	\$10,000
Total Premium		\$86,815.39		\$90,348.34

Policy # 53165Grand Junction Regional Airport
800 Eagle Drive
Grand Junction, CO 81506

Thank you for being a valued Pinnacol policyholder. One of the many benefits of being insured with us is the potential to earn dividends through effective safety and claims management efforts. This report is a recap of your dividend history. If you have questions about this report, please call your agent.

Five-Year Dividend History**General Dividend**

Year	Dividend Amount*
2018	\$5,155.00
2017	\$3,859.00
2016	\$2,946.00
General Dividend Total	\$11,960.00

Individual Loss Control Dividend

Year	Dividend Amount*
2017	\$11,847.00
2016	\$6,994.00
2015	\$8,322.00
2014	Did Not Qualify
2014	\$5,420.00
2013	\$7,810.00
Association Dividend Total	\$40,393.00

Five-Year Dividend Total	\$52,353.00
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Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Xcel Energy Invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Staff recommends the Board authorize the payment of Xcel Energy Statement 589749877 for the amount of \$54,959.93.		
LAST ACTION:	None		
DISCUSSION:	<p>This invoice is for prepayment to Xcel Energy for the relocation of power for the remote transmitter/receiver. This work is reimbursable by FAA under the remote transmitter/receiver project.</p> <p>The invoice exceeds \$10,000, therefore requiring Board approval. This is part of the FAA grant program and will be reimbursed for 90% of the expense.</p>		
FISCAL IMPACT:	\$49,463.93 FAA \$5,496 GJRA Budgeted dollars \$54,959.93 Total		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Xcel Energy Statement 589749877		
STAFF CONTACT:	Eric Trinklein Email: etrinklein@gjairport.com Office: 970-248-8597		

Account No. 5300121828905
Job No. 10235011
2828 WALKER FIELD
Job Address DRIVE STE RTR
GRAND JUNCTION, CO 81506-
8660



Public Service Company of Colorado

2538 BLICHMANN AVENUE
GRAND JUNCTION, CO 81505

April 12, 2018

Dear Grand Junction Regional Airport,

Thank you for choosing Xcel Energy to be your energy provider. We appreciate your business, and our goal is to deliver you reliable service at an affordable price.

This letter contains important information about your requested service. Please read all details below as well as any accompanying information and respond accordingly to ensure your project is completed accurately and timely.

This letter relates to your request for

- Relocate Electric Facilities
- Relocate Transformer

Your portion of the cost of this project is **\$54,959.93**. A hard copy invoice will be sent to you via U.S. Mail Postal Service in the coming days. Please see the attached payment options document for more instructions. Upon receipt of payment and other required documentation as noted below, your project will be scheduled and you will be notified of the scheduled date. If paying by check, please note the account number identified at the top of this letter on your check to ensure accurate and timely payment processing.

Below is a list of additional documentation that you will need to review, sign, and return to Xcel Energy by email or U.S. Postal Service to the address listed at the bottom of the letter. Please retain a copy of all documentation for your records.

➤ **Documents to be returned to Xcel Energy:**

- ☐ Non-Refundable Quote Letter
- ☐ Contingency List
- ☐ Customer Dug Trench

➤ **Additional enclosures:**

- ☐ Payment Options
- ☐ Concurrence Drawings

If you have any questions about the enclosures or about your specific job, please contact **Tillmon McSchooler** at **970-244-2695** and reference your account number and/or job number above.

We look forward to being your energy provider.

Sincerely,
Tillmon McSchooler
Designer Thereafter
2538 BLICHMANN AVENUE
GRAND JUNCTION, CO 81505
Xcel Energy
tillmon.mcschooler@xcelenergy.com

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. 278136.		
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 60% Runway Design and 27 1/4 Road for work completed through March 31, 2018.</p> <p>Work completed this phase includes completion of a portion of Program Management, 27 ¼ Road, 60% Design, and Permitting and Agency Coordination. Also, Grant Administration and Land Acquisition are in the early stages of completion.</p> <p>This is part of the AIP grant program and we have been approved to be reimbursed for 90% of the expenses from FAA and 5% by CDOT Aeronautics.</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 \$111,859.61 CDOT \$6,214.42 GJRA \$6,214.43 budgeted dollars Total \$124,288.46	<u>AIP 56</u> FAA \$29,257.00 CDOT \$1,625.38 GJRA \$1,625.40 budgeted dollars Total \$32,507.78	
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 278136		
STAFFCONTACT:	Eric Trinklein etrinklein@gjairport.com Office: 970-248-8597		

GJT RUNWAY DESIGN 4/16/18			
Work Scope	Contract Amount	Billed	This Invoice
Scope Development	\$74,260	\$74,260	\$0.00
Program Validation	\$77,492	\$77,492	\$0.00
Project Management	\$867,334	\$598,461	\$52,040.07
Pre-Design	\$594,172	\$582,289	\$0.00
27 1/4 Road	\$656,804	\$551,715	\$72,248.39
Total AIP 55	\$2,270,061	\$1,884,216	\$124,288.46
AIP 55		FAA	\$111,859.61
		CDOT	\$6,214.42
		GJT	\$6,214.43
Grant Administration	\$63,980	\$6,658	\$360.00
Land Acquisition and Coordination	\$177,939	\$28,016	\$1,918.83
30% Design	\$881,153	\$881,153	\$0.00
Permitting and Agency Coordination	\$157,353	\$84,660	\$4,613.50
RTR Grading Package	\$175,483	\$175,483	\$0.00
60% Design	\$640,386	\$51,231	\$25,615.45
Total AIP 56	\$2,096,294	\$1,227,201	\$32,507.78
AIP 56		FAA	\$29,957.00
		CDOT	\$1,625.38
		GJT	\$1,625.40
Total DESIGN	\$4,366,356	\$3,111,416	\$156,796.24

Additional backup documentation available upon request

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. 278195.		
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 March 31, 2018.</p> <p>Work completed this phase includes completion of a portion of Project Management, Schematic Design, Construction Documents, and Permit and Bid.</p> <p>Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.</p>		
FISCAL IMPACT:	\$116,443.19 – Budgeted dollars		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Mead & Hunt Invoice No. 278195		
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

April 16, 2018

Project No: R2331300-171869.01

Invoice No: 278195

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

Project R2331300-171869.01 GJT Terminal Building Renovations
8/18/17 Task Order #3

Professional Services from March 1, 2018 to March 31, 2018

Phase 000001 Project Management

Fee

Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current
Mechanical Project Management	13,117.50	53.28	6,989.00	4,951.22	2,037.78
Roofing Project Management	2,040.50	53.2605	1,086.78	770.18	316.60
Escalator Project Management	2,332.00	53.2599	1,242.02	880.22	361.80
Code Compliance Project Management	4,955.50	53.2699	2,639.79	1,870.46	769.33
Electrical Project Management	6,704.50	53.27	3,571.49	2,530.62	1,040.87
Total Fee	29,150.00		15,529.08	11,002.70	4,526.38
Total					4,526.38
Total this Phase					\$4,526.38

Phase 000002 Concept Design

Fee

Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current
Mechanical Concept Design	51,821.10	100.00	51,821.10	51,821.10	0.00
Roofing Concept Design	8,061.06	100.00	8,061.06	8,061.06	0.00
Escalator Concept Design	9,212.64	100.00	9,212.64	9,212.64	0.00
Code Compliance Concept Design	19,576.86	100.00	19,576.86	19,576.86	0.00
Electrical Concept Design	26,486.34	100.00	26,486.34	26,486.34	0.00
Total Fee	115,158.00		115,158.00	115,158.00	0.00
Total					0.00
Total this Phase					0.00

Phase 000003 Schematic Design

Fee

Project	R2331300-171869.01	GJT Terminal Building Renovations	Invoice	278195
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Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current
Mechanical Schematic Design	36,178.20	95.00	34,369.29	31,019.90	3,349.39
Roofing Schematic Design	5,627.72	100.00	5,627.72	4,825.32	802.40
Escalator Schematic Design	6,431.68	100.00	6,431.68	5,514.65	917.03
Code Compliance Schematic Design	13,667.32	94.02	12,850.01	11,718.63	1,131.38
Electrical Schematic Design	18,491.08	90.85	16,799.15	15,854.60	944.55
Total Fee	80,396.00		76,077.85	68,933.10	7,144.75
Total					7,144.75
Total this Phase					\$7,144.75

Phase 000005 Construction Documents
Fee

Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current
Mechanical Construction Documents	100,098.90	66.00	66,065.27	23,830.56	42,234.71
Roofing Construction Documents	15,570.94	75.00	11,678.21	6,260.03	5,418.18
Escalator Construction Documents	17,795.36	100.00	17,795.36	7,724.18	10,071.18
Code Compliance Construction Documents	37,815.14	66.00	24,957.99	8,915.27	16,042.72
Electrical Construction Documents	51,161.66	66.00	33,766.70	11,708.89	22,057.81
Total Fee	222,442.00		154,263.53	58,438.93	95,824.60
Total					95,824.60
Total this Phase					\$95,824.60

Phase 000006 Permit and Bid
Fee

Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current
Mechanical Permit & Bidding	8,208.00	48.00	3,939.84	0.00	3,939.84
Roofing Permit & Bidding	1,276.80	75.00	957.60	0.00	957.60
Escalator Permit & Bidding	1,459.20	95.00	1,386.24	838.30	547.94
Code Permit & Bidding	3,100.80	47.9999	1,488.38	0.00	1,488.38
Electrical Permit & Bidding	4,195.20	48.0001	2,013.70	0.00	2,013.70
Total Fee	18,240.00		9,785.76	838.30	8,947.46
Total					8,947.46
Total this Phase					\$8,947.46
Total this invoice					\$116,443.19

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	Taxiway A Rehabilitation -Garver Invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approval of Garver Invoice No. 17081934-5		
LAST ACTION:	GJRAA Board approved the Work Order at the December 2017 Regular Meeting.		
DISCUSSION:	<p>The invoice includes work by Garver on the Taxiway A Rehab project design through April 27, 2018 as a progress billing.</p> <p>Work completed this phase includes the completion of a portion of the Final Design. No progress have been made for Bidding Services.</p> <p>This is part of the AIP grant program and will be reimbursed for 90% of the expenses.</p> <p>Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.</p>		
FISCAL IMPACT:	\$9,762.8456 FAA \$1,084.76 GJRA-Budgeted Dollars \$10,847.60 Total		
COMMUNICATION STRATEGY:	N/A		
ATTACHMENTS:	Garver Invoice No. 17081934-5		
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

May 3, 2018
Project No: 17081934
Invoice No: 17081934-5

Project: GJT Taxiway Alpha Rehabilitation

Professional Engineering Services through April 27, 2018

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Geotechnical Services	100.00%	\$13,049.00	\$13,049.00	\$13,049.00	\$0.00
Surveying Services	100.00%	\$9,500.00	\$9,500.00	\$9,500.00	\$0.00
Engineering Design Report	100.00%	\$45,051.00	\$45,051.00	\$45,051.00	\$0.00
Final Design	92.50%	\$63,400.00	\$58,642.10	\$47,794.50	\$10,847.60
Bidding Services	0.00%	\$15,900.00	\$0.00	\$0.00	\$0.00
Totals		\$146,900.00	\$126,242.10	\$115,394.50	\$10,847.60
Total Amount This Invoice					\$10,847.60

Authorized by: _____

Colin Bible

Colin Bible, PE
Project Manager

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	East Terminal Apron-Garver Invoice		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input type="checkbox"/>
RECOMMENDATION:	Board approval of Garver Invoice No. 17081932-7		
LAST ACTION:	The Work Task for Garver was signed by the Airport Board Chairman May 17, 2017		
DISCUSSION:	<p>The invoice includes engineering services provided by Garver on the East Terminal Apron Project through April 27, 2018 as a progress billing.</p> <p>Work includes additional construction phase services for Work Order No. 4. A total amount of \$15,494.66 is included for reimbursable expenses during project shutdown.</p> <p>Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.</p>		
FISCAL IMPACT:	None. To be reimbursed by the Contractor.		
COMMUNICATION STRATEGY:	None.		
ATTACHMENTS:	Garver Invoice No. 17081932-7		
STAFFCONTACT:	Eric Trinklein etrinklein@gjairport.com Office: 970-248-8597		



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

INVOICE

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

May 3, 2018
Project No: 17081932
Invoice No: 17081932-7

Project: East Terminal Air Carrier Apron

Professional Engineering Services through April 27, 2018

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Construction Materials Testing	87.00%	\$99,700.00	\$86,739.00	\$86,739.00	\$0.00
Construction Administration Services	97.09%	\$137,700.00	\$133,693.60	\$133,693.60	\$0.00
Project Closeout Services	0.00%	\$8,500.00	\$0.00	\$0.00	\$0.00
Construction Administration Services Related to Construction Suspension	100.00%	\$15,362.40	\$15,362.40	\$15,362.40	\$0.00
Hourly Services					
Construction Observation Services		\$270,250.00	\$225,020.03	\$225,020.03	\$0.00
Additional Construction Phase Services Work Order No. 4		\$20,000.00	\$15,494.66	\$0.00	\$15,494.66
Totals		\$551,512.40	\$476,309.69	\$460,815.03	\$15,494.66
Total Amount This Invoice					\$15,494.66

Authorized by: _____

Colin Bible, PE
Project Manager

Grand Junction Regional Airport Authority

Agenda Item Summary

TOPIC:	General Contractor Procurement		
PURPOSE:	Information <input type="checkbox"/>	Guidance <input type="checkbox"/>	Decision <input checked="" type="checkbox"/>
RECOMMENDATION:	Board approval of the Mead and Hunt Contract for a general contractor procurement.		
LAST ACTION:	On May 16, 2017, the Board approved the selection of Mead and Hunt Architects as the Airport's A/E Services Consultant.		
DISCUSSION:	This contract will provide General Contractor selection services to assist the Airport in the selection of a General Contractor / Construction Manager at Risk to complete the Terminal Renovations Project as well as be awarded an On-Call Contract. This allows staff to leverage expertise and additional workload capacity. Staff has reviewed the scope and fees and requests Board approval.		
FISCAL IMPACT:	\$56,216 budgeted dollars		
ATTACHMENTS:	Mead and Hunt Architects Architectural/Engineering Professional Services Scope of Services General Contractor/On-Call Contractor Selection		
STAFF CONTACT:	Eric Trinklein etrinklein@gjairport.com		



Mead & Hunt, Inc.
M & H Architecture, Inc.
1743 Wazee St, Suite 400
Denver, Colorado 80202
303-825-8844
meadhunt.com

Exhibit A
Architectural/Engineering Professional Services
Scope of Services
General Contractor/On-Call Contractor Selection
Grand Junction Regional Airport
Grand Junction, Colorado

May 8, 2018

This document includes the General Contractor/On-Call Contractor (Contractor) selection scope of services to be completed by M & H Architecture, Inc. (Consultant) for Grand Junction Regional Airport Authority (Client) for the Terminal Renovations Project located at the Grand Junction Regional (Airport) in Grand Junction, Colorado.

Project Understanding

The Grand Junction Regional Airport would like to select a Contractor to complete the Terminal Renovations project as well as be awarded an On-Call Contract.

Scope of Services

M & H Architecture, Inc. will provide General Contractor selection services to assist the Airport in the selection of a General Contractor / Construction Manager at Risk to complete the Terminal Renovations Project as well as be awarded an On-Call Contract. This will be completed in two phases as follows:

Phase 1 – Request for Proposals (RFP)

- *Coordination:* Participate in coordination meetings and follow-up coordination to develop the selection process in accordance with the Client's goals.
- *Drafting RFP and Attachments:* Draft/Review RFP for Contractor selection. Meet with client and provide suggestions/recommendations. Refine and finalize RFP including creation of exhibits. Implement RFP.
- *Drafting Agreements:* Modify the Contractor Agreement or develop a contract format that is complementary with the guaranteed maximum price (GMP) Delivery Method and project RFP. Review with Client's Legal.
- *Manage RFP Process:* Coordinate and attend pre-proposal site visit. Receive all questions and compile them into a comprehensive list. Draft responses and/or coordinate with the Client for response. Distribute to all firms.
- *Contractor RFP Evaluation:* Read and evaluate responses. Assumes five (5) General Contractor responses.

- *Contractor Work Sessions:* Participate as a non-voting member of the selection committee, to improve effectiveness in contract negotiations, interviews and follow-up coordination. Assumes three (3) work sessions.
- *Contract Negotiations:* Participate in proposal clarification meeting and negotiations of contract terms and prepare Final Agreement for execution.

Assumptions

It is assumed that the drafted agreement will be based on AIA standard documents A102-2017 and A201-2017 for the Terminal Renovations and AIA A121-2014 for the on-call along with an AIA A121-2014 Work Order Addendum. While M & H Architecture will prepare draft agreements, the client's legal representative will review and approve the agreements. Significant client specific modifications may require additional services to those included in this scope.

Responsibilities of Client

Consultant's Scope of Services and Compensation are based on the Client performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Provide timely review/responses throughout the process.

Sub-Consultants to Mead & Hunt, Inc.

The Consultant intends to enlist the following sub-consultants to provide support services. The sub-consultant list includes:

Contract/Selection Process	Project One Integrated Services, LLC ("Project One") 88 Inverness Circle East Building G-101 Englewood, CO 80112 Steve Sciscione 303-569-9981
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End of Exhibit A

AIRPORT: GRAND JUNCTION REGIONAL AIRPORT
AIP NO.: 3-XX-XXXX-XX
PROJECT: General Contractor/Construction Manager Selection Process
FEE ESTIMATE
Calculations by: Geoff Mohney

Task 1: General Contractor/Construction Manager Selection Process

A. Principal	6	\$262	\$	1,572.00
B. Project Manager	44	\$215	\$	9,460.00
C. Project Architect	0	\$187	\$	-
D. Design Architect	0	\$135	\$	-
E. Civil Engineer	0	\$168	\$	-
F. Structural Engineer	0	\$168	\$	-
G. Plumb & Fire Engineer	0	\$168	\$	-
H. Mechanical Engineer (Sr)	0	\$168	\$	-
I. Mechanical Engineer (Jr)	0	\$135	\$	-
J. Electrical Engineer	0	\$168	\$	-
K. Technology Engineer	0	\$168	\$	-
L. CAD Tech	0	\$118	\$	-
M. Admin Assistant	0	\$73	\$	-
N.		\$		-
O.		\$		-
Total Labor:		\$		11,032.00
		\$		-
Out-of-Pocket Expenses:		\$		-
U. Misc Expenses		\$		45,184.00
Total Out-of-Pocket		\$		45,184.00
Sub-Total		\$		56,216.00
FOOM		\$		-
Task 1 Total		\$		56,216.00

Estimated Additional Services - If Authorized by Owner (Estimated Budgets)

1
2

Additional Project Expenses (sub-consultants)

1.	\$	-
2.	\$	-
3.	\$	-
Total Additional Project Expense	\$	-

Total Estimated Fee \$ 56,216.00