



Grand Junction Regional Airport Authority Board
Board Meeting and Workshop
Meeting Minutes
August 19, 2014

EXECUTIVE SESSION AGENDA

Time: 2:00PM-5:00PM

I. Call to Order

II. Motion into Executive Session

To confer with the Authority's legal counsel for the purpose of receiving legal advice relating to a pending investigation, as authorized by CRS§24-6-402(4)(b), and to discuss personnel matters as authorized by CRS §24-6-402(4)(f).

III. Adjourn Executive Session

Adjourned 3:30- back in 4:30-5

BOARD MEETING AGENDA

Time: 5:15PM

RECORDING EQUIPMENT FAILED DURING THIS MEETING.

I. Call to Order

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:20 PM on August 18, 2014 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Steve Wood, Chairman
Tom Frishe, Vice Chairman
Dave Murray
Paul Nelson
Rick Langley
Rick Wagner
Sam Susuras

Other:

Brian Harrison, GJRAA
Fidel Lucero, GJRAA
Chance Ballegeer, GJRAA
Bill Pitts, Citizen
Bill Marvel, GJAUTA
Mike Quinn, Jviation
Ryan Springer, Sequent
Robert Burkey, Networks Unlimited
Dave Krogman, West Star Aviation
Wayne Clark, Citizen
Drew Armstrong, Citizen
Dan Thurlow, Citizen
Bob Erbisch, Citizen

Airport Staff:

Amy Jordan, Interim Director of Aviation
Victoria Villa, Clerk
Ben Johnson
Austin Fay

Ann Eldridge

Deb Gaul, Citizen
Denise Hamilton, Provelocity
Adele Cummings, Citizen
Yeulin Willett, Younge & Hockensmith, P.C.

II. Approval of Agenda

Chairman Wood added an action item for the RFP for Security Solutions.

Chairman Wood

III. Conflict Disclosures

Chairman Wood - Hangar Owner

Commissioner Frishe - None

Commissioner Wagner - None

Commissioner Nelson - None

Commissioner Langley - None

Commissioner Murray - None

Commissioner Susuras - None

IV. Commissioner Comments

Chairman Wood thanked everyone who came out to the B-29 event and stated it was a very good event.

Commissioner Nelson said that another B-29, "DOC" will be joining "FIFI".

V. Citizen Comments.

A. Bill Marvel

Mr. Marvel commented on the Airport Manager search process. Mr. Marvel also expressed his support of Mr. Ben Johnson, noting the Mr. Johnson had three important elements that are needed in an Airport Manager.

Mr. Marvel also thanked the Board for all of their hard work through a difficult time.

B. Bill Pitts

Mr. Pitts agreed with Mr. Marvel's comments. Mr. Pitts said that the media continues to "stir the pot" and won't allow the airport to move forward. Mr. Pitts also thanked the Board for all their hard work.

C. Drew Armstrong

Mr. Armstrong handed out the proposed rule by the FAA concerning uses of airport hangars. Mr. Armstrong suggested that the lease committee incorporate a section of the proposed rule into the lease policy. Mr. Armstrong stated his support for Mr. Johnson.

D. Bob Erbisich

Mr. Erbisch thanked the Board for all of their hard work and said that they have done an awesome job in a difficult time. Mr. Erbisch agrees that there is a problem with the media.

E. Adele Cummings

Ms. Cummings commented on the Airport Manager search process. Ms. Cummings said that she is concerned about the selection process. Ms. Cummings said that she is a professor of sociology at CMU and has been involved with many search committees for hiring in many different departments at the college. Ms. Cummings stated that candidates should be evaluated on their competency and cannot be asked question outside of what is noted on a job description. Ms. Cummings said that she had received her information from the Daily Sentinel and she felt that integrity and religion were not appropriate as evaluation criteria.

Commissioner Wagner asked Ms. Cummings how many meetings she had attended.

Ms. Cummings stated that this was her first meeting.

Commissioner Wagner asked Ms. Cummings why she felt integrity was not an implied qualification for any job.

Further discussion took place between Commissioner Wagner and Ms. Cummings

Chairman Wood and Commissioner Wagner thanked her for her comments.

Commissioner Susuras thanked her for coming and for her comments.

VI. Consent Agenda

A. Minutes: July 15, 2014

Discussion:
None.

Commissioner Nelson moved for approval of the July 15, 2014 Minutes. Commissioner Frishe seconded. Voice Vote. All Ayes.

VII. Discussion Items

A. Update on Geotechnical Analysis of Runway 11/29

Dave Hartman from Armstrong Consultants briefed the Board and presented a power point as a visual for the Board. Mr. Hartman stated that they have completed their evaluation on the runway and have concluded that 56% of the runway would not need full depth reconstruction. Mr. Hartman recommended that the runway would need additional pavement maintenance to extend its useful life.

The presentation given to the Board is attached the minutes (exhibit 1)

B. Financial Update

Ms. Ann Eldridge briefed the Board on the current financial position of the Airport.

C. Director Search Committee Update

Chairman Wood acknowledged receipt of a letter from the law firm representing The Colorado Press Association and the Grand Junction Sentinel. Mr. Wood said that they have not had an opportunity to review the claims made in the letter and therefore would not be taking any action on this matter tonight.

Commissioner Wagner stated the importance of the process appearing transparent and that all parties should be satisfied with the process.

D. Lease Policy Committee

Commissioner Nelson stated that the committee has met and drafted changes to the lease policy and would like the Board to review it at the September workshop.

Discussion:

Commissioner Susuras asked why the maintenance punch list was deleted.

Ms. Jordan said it was because one was never developed.

E. FAA Entitlement Funding Rollover

Ms. Amy Jordan said that staff sent a letter to the FAA requesting all available entitlement funds for GJT be carried over to the next fiscal year.

Commissioner Susuras asked if these funds can be used fund the administration building.

Ms. Jordan said that there was an application submitted earlier this year for the project and the grant application was denied.

F. Draft Purchasing and Procurement Policy

Ms. Jordan presented a draft purchasing and procurement policy that staff developed with the help of Ms. Eldridge. Ms. Jordan said that in May of 2014 the Airport Authority was issued a non-prosecution agreement in which it committed to develop integrated policy to ensure sound procurement practices.

Ms. Jordan asked the Board to review it and give staff comments by September 9th.

Commissioner Nelson said that the chart was very helpful.

Commissioner Murray stated that he had comments he will be submitting to staff

G. Draft Code of Professional Conduct Policy

Mr. Johnson presented a draft code of professional conduct policy that staff developed as a part of the compliance program and is required as a remedial measure outline in the non-prosecution agreement and by certain sponsor assurances. Mr. Johnson said that staff reviewed multiple existing codes of conduct from other airports and organizations in the development of this policy. Mr. Johnson said that this policy would replace the currently approved ethics and conflict of interest policy. Mr. Johnson asked for the Board's comments by September 9th.

Commissioner Susuras suggested adding a dollar value limit for gifts.

Commissioner Murray stated that he had comments he will be submitting to staff.

H. Administration Building Condition Update

Mr. Peck briefed the Board and stated that the administrative building located at 800 Eagle Drive has started to show some minor signs of deterioration. Staff has observed damage to the framing due to high winds. Recent storm events have required maintenance to the site, in an effort to comply with storm water requirements. Minor flooding was observed by staff in the basement of the building. These signs of deterioration have made us aware that we need to begin thinking about future vulnerabilities as we get closer to winter.

At the recommendation of Chairman, Steve Wood, staff reached out to Shaw Construction to coordinate a walk-through of the jobsite to better identify the vulnerabilities. On Friday, August 8th, 2014 staff and Chairman Wood performed a jobsite walk-through with Ty Withee and Dan Grisham from Shaw Construction.

Shaw's expressed some concerns with how elements of the building would weather the winter. Shaw recommended that the Airport try to enlist a structural engineer to evaluate the building since it was not designed to remain exposed to the elements for a long period of time.

Some of the concerns included; 1) the potential for settlement due to the lack of appropriate grading and drainage on the site with an emphasis on the ARFF bay, 2) welds on the roof decking are exposed to the elements and could fail due to the freeze and thaw cycles this winter, and 3) the floor slabs were not designed to be exposed to the elements which could lead to further cracking and possible spalling, with a worst case scenario of the slabs needing to be completely removed and replaced.

Shaw also mentioned that some of the walls may need to be braced for a long term suspension. Shaw is working to summarize their concerns in a letter.

VIII. Action Item

A. Security Solutions Task Order

Chairman Wood stated that they would be issuing a task order for the development of an RFP for a security solution. Mr. Wood stated that he was not trying to be cryptic and that the information was security sensitive. Mr. Wood also noted that he has had conversations with the TSA concerning the solution and was optimistic they would rapidly approve the airport's request.

B. Federal Mineral Lease Grant (Spring 2014) – Purchase Request Modification

Mr. Johnson briefed the Board on a purchase request modification to the spring 2014 grant. Mr. Johnson said that after some review, staff had some questions as to whether the appropriate method was being used to purchase the equipment. Mr. Johnson said that the purchase was for several different types of gear, by the total of the purchase were anticipated to exceed \$50,000. Mr. Johnson said that staff solicited legal advice from the Airport Counsel and it was determined that the most appropriate method for the procurement would be through the IFB. Mr. Johnson said that an IFB was published with proposals due on the 15th August and received one proposal. Mr. Johnson said that in this case with only one response they had a responsibility to ensure that the prices are fair and reasonable. Mr. Johnson said that the bid was just under \$62,000 which was slightly over the \$60,000 budget. Mr. Johnson stated that the Board had previously approved two separate purchase request and staff is requesting the purchase request be amended as an award to MES Fire for the total purchase in the amount of \$61,090.50.

Commissioner Murray asked how it was published and was it distributed to vendors.

Mr. Johnson stated it was published in the legal notice in the Daily Sentinel, was emailed to several vendors who provide this equipment and published on the Airport's website.

Commissioner Frishe motioned to award the purchase to MES Incorporated in the amount of \$61,090.50. Commissioner Nelson seconded. Voice Vote. All Ayes.

C. Resolution 2014-010: Federal Mineral Lease District 2014 Fall Cycle Grant

Mr. Austin Fay presented an application for the 2014 fall cycle for the FMLD Grant. Mr. Fay stated that the project would be to implement a public access defibrillator program at the airport. Mr. Fay said that this program will consist of purchasing seven AED's, five of which will be placed in the terminal and two on the fire trucks. Mr. Fay stated that the grant application would be for \$15,000.00.

Discussion:

Commissioner Susuras asked if the Airport was taking on any liability by implementing this program.

Mr. Fay answered no and that first responders would be covered by the Good Samaritan Law.

Commissioner Murray stated that he is trained in the use of AED's and they are fail proof. Mr. Murray said that AED's will only shock a shock-able rhythm.

Chairman Wood motioned to approve the grant application. Roll Call. Commissioner Murray, Aye; Commissioner Langley, Aye; Commissioner Nelson, Aye; Chairman Wood, Aye; Commissioner Wagner, Aye; Commissioner Susuras, Aye; Commissioner Frishe, Aye. Motion Passes.

D. Purchase Request: Operations Vehicle

Mr. Johnson reminded the Board about the sale of the three GMC trucks and the intent of the staff to bring a purchase request for one truck and one SUV. Mr. Johnson said that after further evaluation staff has decided that the purchase of one truck will fulfill the needs of the airport. Mr. Johnson discussed the features of the vehicle. Mr. Johnson stated that this would be a gasoline vehicle and that it would be more appropriate for daily use at the Airport.

Mr. Johnson said that staff had solicited quotes from multiple dealerships throughout the State, for different makes and models of trucks. Mr. Johnson said that Fuoco Motor Company of Grand Junction was the lowest bid.

Commissioner Wagner asked what the price difference was between the trucks the Airport sold and this proposed purchase.

Mr. Johnson said that the difference is approximately \$20,000 less than the trucks that were sold.

Commissioner Murray asked if staff had retained all of the quotes, and staff said yes.

Commissioner Frishe moved to purchase a truck from Fuoco Motor Company in the amount of \$33,490.00. Commissioner Langley seconded. Voice Vote. All Ayes.

F. Asset Disposal Policy Changes

Mr. Johnson presented changes to the Board to the Asset Disposal Policy. Mr. Johnson said that staff would like to clarify items within the policy. Mr. Johnson said that the objectives were to simplify the document, minor language changes, changes to the method of disposal to clarify the intent, and to add a section about the disposal of lost and found items.

Chairman Wood asked why all lost and found items were to be handed over to the Chief of Police.

Ms. Jordan said that this was a requirement of a City Ordinance.

Commissioner Wagner asked about how the Airport handles disposal of marijuana.

Mr. Johnson said that the Airport has not had an issue with this yet, but that other Airports have placed amnesty boxes in the terminal for disposal.

Commissioner Murray suggested some additional changes, which included:

1. Replacing “are as follows” to “may include”, on the second line of paragraph 4.

2. Adding a reference to paragraph 7 in paragraph 4.

Commissioner Murray moved to approve the changes to the Asset Disposal Policy, including his noted changes in paragraph 4. Commissioner Nelson seconded. Voice Vote. All Ayes.

G. Asset Disposal Request

Mr. Austin Fay presented a list of items for disposal. The list included surplus Subway equipment, and other small pieces of office equipment. Mr. Fay said that the surplus Subway items came in part due to the closure of the unsecured side of the Subway.

Commissioner Wagner asked if any of the items could be repurposed for use in other departments.

Mr. Fay said that the Airport did repurpose some items, and that these items were no longer needed. Mr. Fay said that the Airport would be selling the surplus Subway items would be sold through Subway Operations Technology Leader.

Commissioner Susuras moved to approve the disposal of the assets, as requested. Commissioner Wagner seconded. Voice Vote. All Ayes.

H. IT Committee update and Recommendation

Mr. Ben Peck said that the I.T. Committee has met on several occasions since the last update. Mr. Peck noted that the committee reached out to Bill Taylor for legal advice regarding the selection.

Mr. Peck said that the Committee received three proposals. Mr. Peck noted that two of the proposals scored very close to one another and that the third proposal was removed from the selection process due to the failure to include the required resumes, as well as a conflict of interest that was discovered whereas the owner of the company is also a tenant of the airport.

Mr. Peck noted that two committee members voted in favor of making a recommendation for Sequent Information Systems and one member voted for Networks Unlimited. Mr. Peck said that Commissioner Susuras requested a City I.T. professional to grade the top two proposals and provide feedback.

Commissioner Wagner asked about if the Airport has on off-site backup currently.

Mr. Peck said that the Airport does not have off-site back-up currently, but it something that staff has been looking into.

Commissioner Wagner asked Mr. Ryan Springer, of Sequent, if he would like to come up and answer a question.

Mr. Springer said yes, and approached the podium.

Commissioner Wagner asked Mr. Springer if he felt his staff was adequately trained in dealing with sensitive information.

Mr. Springer said that he felt his staff was well trained in this, and that they deal with sensitive information without their clients.

Both Commissioner Wagner and Commissioner Murray asked about the term of this contract.

Mr. Peck said that the term spelled out in the RFP was for three (3) years, with the option to renew for two (2) one (1) year options.

Commissioner Susuras moved for staff to work on creating a contract with Sequent Information Systems, and to present the contract to the Board for approval in September. Commissioner Wagner seconded. Voice Vote. Commissioner Frishe Abstained, Commissioner Langley Nay, Commissioner Wagner Aye, Commissioner Wood Aye, Commissioner Murray Aye, Commissioner Nelson Aye, Commissioner Susuras Aye.

I. Jviation Pay Request – Air Carrier Apron Reconstruction Design

Mr. Johnson presented the final pay request received by Jviation for the Air Carrier Apron Design Project. Mr. Johnson said that staff has reviewed the scope of work and the deliverables, and presented the Board the compliance matrix.

Mr. Johnson noted that there were a handful of items that were not met, which staff discussed with Jviation, which allowed staff to satisfy some of the items not met.

Commissioner Murray stated that he helped staff create the matrix, and that this is very similar to what he does, when evaluating a project. Commissioner Murray asked what the “extra” work is that they are claiming they did.

Mr. Johnson said that he did not know.

Mr. Mike Quinn said that he would like to answer that question. Mr. Quinn explained the extra work, and that it entailed mapping of mill tailings under the apron.

Commissioner Murray said that explanation was helpful and thanked him.

Commissioner Wagner moved to authorize payment for \$41,745.20 to Jviation for the Air Carrier Apron Reconstruction Design. Commissioner Susuras seconded. Voice Vote. All Ayes.

J. Landlords Consent and Subordination for P.H. LLC

Chairman Wood explained that he was contacted by the Banker’s Bank of Kansas within the last month, requesting the Board execute this document. Chairman Wood said that this document pertains to West Star’s Paint Hangar that is currently under construction.

Chairman Wood said that this document has not been reviewed by legal counsel.

Commissioner Wagner said that he was not sure that this was needed.

Commissioner Susuras asked if this was for the building and the land, or for just the building.

Chairman Wood said that is was just for the building.

Commissioner Susuras moved to approve the execution of the Landlord's Consent and Subordination. Chairman Wood added to the motion: pending legal review and that if counsel has suggested changes, which they are brought back to the Board for review and approval. Commissioner Frishe seconded. Voice Vote. Commissioner Wagner Abstain, Commissioner Murray Aye, Commissioner Langley Aye, Commissioner Wood Aye, Commissioner Nelson Aye, Commissioner Susuras Aye, Commissioner Frishe Aye.

K. Resolution 2014-011: Appointment of a Budget Officer

Ms. Jordan presented a draft resolution to the Board for the appointment of a budget officer. Ms. Jordan noted that the Local Government Budget Law of Colorado C.R.S. 29-1-101 et seq., requires that Board to hold a public hearing on the proposed budget, and to appoint a budget officer who will prepare and present a proposed budget by October 15th.

The board briefly discussed who to appoint as the budget officer, and settled upon the Finance and Accounting Manager, as the appointed budget officer.

Commissioner Susuras moved to approve Resolution 2014-011: Appointment of A Budget Officer, and designate the Finance and Accounting Manager as the Budget Officer. Commissioner Wagner seconded. Roll Call Vote. Commissioner Frishe Aye, Commissioner Susuras Aye, Commissioner Wager Aye, Commissioner Wood Aye, Commissioner Nelson Aye, Commissioner Langley Aye, Commissioner Murray Aye.

L. Younge & Hockensmith Engagement Letter

Chairman Wood asked that the Board consider the engagement of Younge & Hockensmith as legal counsel for the Airport, for more of the day-to-day operational needs, such as reviewing contracts, leases, and answering questions about State Statues.

Commissioner Susuras asked if this would replace Mike Morgan.

Chairman Wood said that he had not thought about that. Mr. Wood said that the intention is to have a local attorney to ask day to day questions, and that Mr. Morgan has in-depth knowledge of FAA matters, and would probably be consulted for issues on that topic.

Commissioner Wagner noted that there would not be a retainer, and that the Airport would just pay by the hour for their services.

Commissioner Nelson moved to sign the engagement letter with Younge & Hockensmith. Commissioner Wagner seconded. Voice Vote. All Ayes.

J. Interim Manager Appointment

Chairman Wood asked Ms. Jordan how she is holding up.

Ms. Jordan said she was doing fine, but would welcome Mr. Johnson taking on the duties of Interim Manager, if he interested.

Mr. Johnson said that he would be happy to relieve Ms. Jordan for a little while.

The Board collectively thanked Ms. Jordan for her service.

Commissioner Susuras moved to appoint Mr. Johnson as the Interim Airport Manager for a term, not to exceed 6-months. Commissioner Nelson seconded. Voice Vote. All Ayes.

IX. Any other business which may come before the Board

Ms. Jordan told the Board that staff has received notice from United Airlines that the daily non-stop service to Houston will be seasonally suspended beginning January for a period of two months.

XI. Adjournment

Commissioner Frishe moved to adjourn the meeting. Commissioner Susuras seconded. Voice Vote. All Ayes.

The Board Meeting adjourned at 8:25pm

Steve Wood, Board Chairman

ATTEST:

Victoria Villa, Clerk to the Board