



Grand Junction Regional Airport Authority Board
Board Meeting and Workshop
Meeting Minutes
February 16, 2016

EXECUTIVE SESSION

Time: 3:00PM

I. Call to Order

II. Approval of Agenda

III. Motion into Executive Session

To confer with the Grand Junction Regional Airport 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)

III. Adjourn Executive Session

REGULAR BOARD MEETING

Time: 5:15PM

I. Call to Order

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:27 PM on February 16, 2015 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Steve Wood, Chairman
Paul Nelson, Vice Chairman
Troy Ball
Dave Murray
Rick Langley
Rick Taggart

Other:

Doug Thompson, Citizen
Randy Rush, Citizen
Jeff Switzer, Tailwind
Shannon Kinslow, TOIL
Bob Linehart, Republic Parking
Suzanne Lay, CMU
Rick Smith, Open Range Gift Shop
Brad Barker, CAP
Drew Armstrong, Citizen
Wayne Clark, Citizen
Bill Marvel, GJAUTA
Bob Erbish, Citizen

Airport Staff:

Victoria Villa, Clerk
Ty Minnick
Ben Johnson
Ben Peck
Chance Ballegeer

II. Approval of Agenda

Chairman Wood approved the agenda by major motion.

III. Conflict Disclosures

Chairman Wood – Hangar Owner

Commissioner Nelson - None

Commissioner Ball – None

Commissioner Murray - None

Commissioner Langley- None

Commissioner Taggart - None

IV. Commissioner Comments

Chairman Wood noted that Commissioner Wagner is absent.

V. Citizen Comments.

VI. Consent Agenda

A. January 19, 2016 Regular Meeting Minutes

B. Addendum – Crestone Tie-Down Lease Agreement

C. Non-Aeronautical Sub-Lease Renewal – Sky Adventures

D. Pay Request: Armstrong Consultants AIP 53

E. Pay Request: G4S January Billing

F. Pay Request: Valley Wide Fence

Commissioner Ball moved to approve the consent agenda. Commissioner Nelson seconded. Voice Vote. All Ayes.

VII. Discussion Items

A. Financial Update

Mr. Minnick briefed the Board on the airport's current financial status. Mr. Minnick noted that the biggest change on the balance sheet was the reduction in cash and the

corresponding reduction in payables for the Shaw payment. Mr. Minnick mentioned that on the income statement, the aeronautical revenue was slightly lower due to the aviation fuel tax. Mr. Minnick noted that the food and beverage item is a little confusing because when the budget was done they budgeted based on Subway running the entire year knowing that the net revenue was going to be comparable to any third party concessionaire that was going to run it. So on the income statement they will see the gross revenue show up under revenue, but it will be shown as net revenue moving forward, so there won't be any expenses.

Commissioner Taggart suggested that rather than talking through this adjustment each month, to grant Mr. Minnick the authority to make this modification to the budget.

Commissioner Langley agreed and to go ahead and set up a meeting to have the finance and audit committee take a look at it.

Mr. Minnick noted that for the month enplanements were up by 363 from to prior year and on the five year average comparison to January they are down about 130, which is consistent. Mr. Minnick said that they did receive confirmation that after April 4th the United Huston flight will be gone permanently and that's roughly 600 to 800 enplanements a month.

Commissioner Langley made a motion to accept the changes for the 2016 budget in the parking revenue and in the food and beverage category. Commissioner Taggart seconded.

B. Security Solutions Committee Update

Chairman Wood briefed the Board and said that they anticipate that Dynetics, the contractor, will be here the third week of March.

Chairman Wood asked if staff would provide the Board with an update on the several projects going on right now.

Mr. Johnson briefed the Board. Mr. Johnson said that AIP 49, which is the environmental assessment for runway 11/29, is nearly complete. The finding of no significant impact (FONSI) and record of determination is out for final signature to the FAA and the BLM. The FAA is just waiting on a certification letter from the airport which is just stating their authority to do the project. BLM's process is a longer process so they anticipate a about another month before they can sign the FONSI and complete the EA.

AIP 52 is a hodgepodge of projects. The first one is the taxiway connector rehabilitation which is a mill-and-overlay, they will be moving the segmented circle out of the taxiway safety area and doing some lighting modification. The project was out to bid, four bid were received and the bid opening was February 11th. Staff plans on bringing a selection recommendation and a contract to the March meeting for the project. The fog seal 1 other projects are done.

AIP 53 is the air carrier apron design modifications they did last year, is all but complete, they have the complete design. They are waiting on final comments from the FAA and the final invoice for that was passed in the consent agenda and the airport will get reimbursed through the FAA.

AIP 54, the terminal air carrier apron phase one, they have permission from the FAA to start moving forward with scoping and bidding on that project. So they will be getting scopes of work, task orders for Armstrong, and getting the bid packages together to go out to bid on that particular project, and are hoping for a July start.

AIP 55, the runway and RTR overall designs, they have applied for the grants but can't do anything with them until the EA is complete.

AIP 56, is the terminal area plan update, Mr. Johnson has had a couple of conversations with the guys from Mead & Hunt and they're going to set up a phone call to talk to the FAA about the timing and how that grant is going to move forward. They are probably looking at a June timeframe to finish the terminal area plan update.

They now have two FMLD grants open right now. The first one is a public access defibrillator program and that one is complete. And the second one is the passenger demand analysis with InterVistas. They are in the second phase and they will be scheduling a conference call but there are some conflicts so they are having to reschedule at this point. In the second phase they will be looking at doing more surveys and more research for data on destinations.

They are getting ready to start the terminal hold room carpet replacement plan, which began yesterday, and are anticipating it will take about 10 working days to finish.

The last project is the website design launch that Ms. Jordan was working on and has now been handed over to Mr. Ben Peck and Ms. Victoria Villa. Mr. Peck and Ms. Villa went through mood boards with Paragon, had really good conversation and will do good moving forward.

VIII. Action Items

A. Resolution 2016-001 – 2016 Posing of Notices of Meetings.

Mr. Wegener briefed the Board and said that this was tabled at the last meeting and they now have the relevant provision of Title 24 Statute and added the airport-specific statutes for Title 41.

Commissioner Nelson moved to adopt Resolution 2016-001, which regards posting of notices of meetings. Commissioner Langley Seconded. Roll Call Vote. Commissioner

Murray: Aye, Commissioner Langley: Aye, Commissioner Nelson: Aye, Chairman Wood: Aye, Commissioner Taggart: Aye, Commissioner Ball.

B. Ratification of Personnel Action

Chairman Wood briefed the Board and said that since the last meeting, Mr. Johnson has returned to the airport employ and Amy Jordan has been hired on a part-time basis. Ms. Urban, our employment law counsel, prepared letter concerning both the reinstatement of Mr. Johnson and the hiring of Ms. Jordan and those were signed by Mr. Wood as Chairman and by Mr. Paul Nelson as Vice-Chairman. Mr. Wegener believes that it would be good for that to be ratified by this Board.

Commissioner Taggart motioned for the Board to ratify Chairman Wood & Vice-Chairman Nelson signatures on those particular documents for Amy Jordan and Ben Johnson. Commissioner Ball seconded. Voice Vote. All Ayes.

C. Rocky Mountain Health Maintenance Organization Agreement

Mr. Minnick and Randy from HUB International Insurance briefed the Board. This 2007 agreement is being replaced by the current agreement, included in the board packets, that incorporates all the addendums and any new legislation that has been passed.

Chairman Wood suggested to make this a topic for a workshop.

Commissioner Murray said that it'd be good in the interim, in anticipation of workshop, is to look at the performance and the claim summaries that they have had and to see how well Rocky has performed for the Airport.

Commissioner Langley made a motion to accept the Rocky Mountain Health Maintenance Organization group service agreement as presented. Commissioner Murray seconded. Voice Vote. All Ayes.

D. Food, Beverage & Retail Request For Proposal

- i. Presentation – Tailwind**
- ii. Committee Recommendation of Award and Contract**

Mr. Jeff Switer, COO of the company Tailwind presented to the Board a power point discussing the background of Tailwind as well as their flexible concept to develop the correct mix of product for the airport.

Mr. Taggart said that he had the opportunity to sit down with Mr. Minnick and Mr. Ballegeer to review all of the RFPs and after reviewing them all he was very confident in what he saw in Tailwind. He is very appreciative that Tailwind is will to take in some local input both on menu and gifts. Commissioner Taggart said that it was a very professional presentation so he completely supports the recommendation.

Mr. Wegener said that he did the red line draft of the lease for the Board with a few changes and there is a temporary management agreement in the Board's packet with the change of the management fee to 0. Tailwind still needs to review the red line so it was suggested that the temporary management be voted on tonight and bring back the contract to the March Board meeting.

Commissioner Wood said that they will be voting on the temporary management agreement with anticipation of the proposal at the March meeting.

Commissioner Taggart moved for the Board to initiate the management agreement between the Grand Junction Regional Airport and Tailwind LLC for a temporary period between February 27th and April 30, 2016 as spelled out in the agreement document with the changes that have been presented. Commissioner Ball seconded. Voice Vote. All Ayes.

E. Contract Extension – Republic Parking

Mr. Minnick stated that the Parking Lot Committee has come to the conclusion that through financial analysis that the best alternative was to extend the existing Republic contract and additional five years along with the purchase of a new revenue control system for the parking lot to replace the outdated one. Mr. Minnick recommended the extension of Republics Parking's contract on behalf of the parking committee.

Commissioner Langlely made a motion for the Board to accept staff's recommendation and the Parking Lot Committee support for that recommendation to accept the Republic Parking Lot Management from April 1, 2016 to March 31, 2021. Commissioner Nelson seconded. Voice Vote. All Ayes.

F. Contract Addendum – G4S Security Solutions

Mr. Ballegeer stated that as of right now all their G4S security guards have is their physical hands or have a lethal weapon and it's been expressed that may carry some kind of intermediate non-lethal deterrent, such as a Taser, just in case issues arise. This would add \$.83 more per hour to the contract.

Further discussion took place on insurance and training.

It was suggested the G4S come and do a presentation on the devise and what they're planning from a training stand point.

This item was tabled

G. Subway Franchise Agreement Termination

Mr. Minnick said that in order to move forward with Tailwind they will need to terminate the agreement with Subway. Mr. Minnick said that he talked with Subway's Colorado Development Manager, and he said they would have to make sure that they don't use their trademark items. Mr. Minnick said that Mr. Wegener wrote the letter that will formally terminate their franchise agreement.

Commissioner Ball moved for the Board to approve the termination letter to Doctor's Associates, Subway, written and signed by Ben Wegener from Younge and Hockensmith representing the Airport Authority. Commissioner Nelson seconded. Voice Vote. All Ayes.

H. Rocky Mountain Health Maintenance Organization Agreement

Mr. Ballegeer briefed the Board. The Association would like to break the current lease so they can come back and get individual ground leases.

This item was tabled.

I. Department of Navy Standard Renewal Loan Agreement

Mr. Ballegeer stated that they have two aircrafts that are loaned to the airport by the Department of Navy and they are sitting out at Memorial Park. It' is the airport's job to maintain them. Before the Board is a five year agreement to keep them here and the airport just continues doing what they have been doing. If the Board decides not to approve this, then it will be the airport's responsibility to take them down and making sure they aren't corroded, repaint them to make sure they are up to the Department of Navy's standards and ship them back to Pensacola.

Commissioner Taggart moved for the Board to consent to the standard renewal loan agreement between the Department of the Navy and the Grand Junction Regional Airport and authorize the Board Chairman to execute this agreement for the next five years. Commissioner Langley seconded. Voice Vote. All Ayes.

IX. Any other business which may come before the Board

None.

X. Adjourn

Commissioner Murray moved to adjourn the meeting. Commissioner Ball seconded. Voice Vote. All Ayes.

The meeting adjourned at 7:36PM.

Steve Wood, Board Chairman

ATTEST:

Victoria Villa, Clerk to the Board