



Grand Junction Regional Airport Authority Board
Board Meeting and Workshop
Meeting Minutes
February 17, 2015

EXECUTIVE SESSION AGENDA

Time: 3:00PM-4:00PM

I. Call to Order

Mr. Rick Wagner, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 3:00 PM on February 17, 2015 in Grand Junction, Colorado and in the County of Mesa.

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

Adjourn Executive Session at 4:15PM

BOARD WORKSHOP AGENDA

Time: 4:00PM – 5:30PM

The Board Workshop Agenda is structured to provide the Board an opportunity to discuss items that do not require Board action at the time. Although agenda items may be discussed, the Board may take no formal action during the Board Workshop. Pursuant to State law, action taken on Board Workshop agenda items must occur either at the scheduled Regular Board Meeting or at a Special Board Meeting.

I. Discussion Items:

1. Discussion of Draft Employee Handbook

REGULAR BOARD MEETING

Time: 5:45PM

I. Call to Order

Mr. Rick Wagner, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:51 PM on February 17, 2015 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Rick Wagner, Chairman
Steve Wood, Vice Chairman
Paul Nelson,
Rick Langley
Troy Ball

Airport Staff:

Ben Johnson, Interim Airport Manager
Victoria Villa, Clerk
Amy Jordan
Ben Peck
Ty Minnick
Austin Fay
Chance Ballegeer

Other:

Bill Marvel, GJAUTA
Shannon Kinslow, TOIL
Bill Pitts, Citizen
Jason Hofman, BLM
David Shepard, GJAUTA
Elizabeth, City of GJ
R. Englehart, City of GJ
Cathy Ball, Citizen
Bradley Sullivan, CFC

II. Approval of Agenda

*Commissioner Wood made a motion to approve the agenda as presented.
Commissioner Nelson seconded. Voice Vote. All Ayes.*

III. Conflict Disclosures

Chairman Wagner - None
Commissioner Wood – Hangar Owner
Commissioner Nelson - None
Commissioner Murray – None
Commissioner Langley – None
Commissioner Ball - None

IV. Commissioner Comments

None.

V. Citizen Comments.

None.

VI. Presentations

A. Foreign Trade Zone Presentation

Rich Englehart, City Manager said that this all started with the City Council asking them to take a look at an economic development plan that was adopted last year. Mr. Englehart said that as

part of that research, Elizabeth has ran across the opportunity for a possible foreign trade zone in the area.

City Council Management and Legislative Liaison, Elizabeth Tice briefed the Board with a foreign trade zone presentation. Ms. Tice spoke on basic importing terminology. Ms. Tice said that the key for importing is that the go through a customs agent or a port of entry. Ms. Tice said that there are various forms of port of entry and in Grand Junction the potential port would be the airport. Ms. Tice said foreign trade zones are authorized geographic areas that have been approved by the federal government to operate under special customs treatment. Ms. Tice said that the purpose of foreign trade zones is to encourage the competitiveness of domestic companies and the playing field between companies that are manufacturing here in the states as opposed to companies that are manufacturing off shore. Ms. Tice said that the key to making a foreign trade zone work is a port of entry, which means a customs agent and right now the closest customs agent is in Eagle. Ms. Tice said that City Council authorized a contract with David Spooner, who is a consultant out of Washington DC. Mr. Spooner is the former Assistant Secretary of Commerce and while in that role, supervised foreign trade zones in the US. Ms. Tice said that they are very interested in partnering with the airport to understand how this relationship could work and explore the possibilities.

Discussion:

Commissioner Nelson asked if this is the kind of thing that in a couple of years everyone else will be doing too and make this not worth doing.

Ms. Tice said that she thinks not everyone will be able to do this because you have to have a port of entry, so a community has to have a border crossing, a seaport or an airport. Ms. Tice said that there are also some costs that are incurred by the operator that would prohibit other people from do this. Ms. Tice also stated that some of the things that other communities are doing and we're not doing could be detrimental to our community because companies are choosing to go to those other locations that have foreign trade zones.

Ms. Tice said that they hope to have a report by late April to early May to help them identify if this is something that could benefit the community and to what extent, as well as the process for moving forward with an application.

Commissioner Langley asked if the only port of entry available to Mesa County is the airport.

Ms. Tice said not entirely because the alternative site frame work allows ports to be near or adjacent to a port so they could apply to have the Gypsum, Eagle County, customs agent come to Grand Junction if the foreign trade zone was small enough that they wouldn't have too much work load. Ms. Tice said that the other option is to get a customs agent here at the airport, and what they have been hearing from community members and business owners that they have talked to, is that there may be some interest in that as well.

Commissioner Murray asked, in terms of how this fits in with economic development for Mesa County, what's been the experience of other organizations like this in terms of increasing business and attracting new business to its region.

Ms. Tice said that usage is up, more people are using them and the communities that have them feel very strongly about that being an economic development driver. Ms. Tice said that more and more companies are choosing to use these and choose to locate in communities that have this.

Commissioner Murray asked what they typical cost of this is.

Ms. Tice said that after the application the annual maintenance fees vary by the volume of product that goes into the zone and that impacts cost by the number of customs agents that are required. One customs agent is about \$150,000 a year.

VII. Consent Agenda

A. January 20, 2015 – Special Board Meeting Minutes

Discussion:

Changes:

- Pg.3 - “7 billion” changed to “7 million”
- Pg.6 – “5.9 or 6.2 million” changed to “5.9 of 6.2 million”.
- Pg. 9 – 2nd sentence, “auditors are on sit” changed to “auditors are on site”

Commissioner Ball made a motion to approve the minutes as amended by Commissioner Wood. Commissioner Nelson seconded. Voice Vote. All Ayes.

VIII. Discussion Items

A. Financial Update

Finance Manager, Ty Minnick, briefed the Board on the current financial status of the Airport. This presentation is unaudited and subject to change. Mr. Minnick said that there have been minor fluctuations with the balance sheet. Operating revenue is down slightly compared to budget due to lower fuel flow fee and rental car fuel prices. Non-operating revenue is down due to lower than expected PFC revenue. Operating expenses are lower than budget due to lower cost of fuel, security guard not hired yet and budgeted repairs and maintenance deferred to later months. Mr. Minnick said that enplanements have significantly dropped from 18,100 to 15,400 for January, this is the lowest enplanements have been for January since 2008. Mr. Minnick said last year the Houston flight was operating unlike this year, which that could account for a maximum of 1,200 seats for the month.

Discussion:

Chairman Wagner said that in looking at some other airports in the area that services ski industry, they have all experienced severely low numbers as well because of the weather.

Commissioner Murray asked what the anticipated number of enplanements for January was.

Mr. Minnick said that they don't budget monthly enplanements but if they wanted to stay at what they were last year, which was higher than 2014 with 18,100, they needed to be above that.

Commissioner Murray asked about the deferred maintenance.

Mr. Minnick said that they only do an annual budget and not a monthly budget so he takes the annual budget and divides it by 12 to get the monthly repairs and maintenance and some of it just hasn't been done yet.

B. Review of By-Laws

Airport Authority Council, Ben Wegener, briefed the Board on some additional changes to the by-laws.

Changes:

- Wording change on the first page in paragraph 2.2
- Took out the word "representative" and put in "appointee" in Paragraph 2.5
- 3.7 "Method of Attendance" – was clarified to make sure that if someone is appearing telephonic or electronic means, that they have the ability to hear everyone who is here.
- Added to section 3.8
- Section 4.5 – Changed to have Finance and Audit Committee and Compliance Committee be two separate committees

Mr. Wegener asked to discuss whether or not the Board would like to have specific airport email addresses.

Discussion:

Chairman Wagner said that Article 6 Section 2 under the Contracts Provision, needs to be clear and describe the necessity of finding the procedures to make sure that certain awards are bid and to define what a \$50,000 contract is, is it a lump sum payment, is it something that is contracted for a specific thing? Chairman Wagner said that they just want to be sure that they don't have a situation arise where "it was \$100,000 this year but I didn't need a contract because it was only \$10,000 a month" and it possibly just gradually arose beyond the \$50,000 over time.

Commissioner Murray said that he agrees and they should have a process for contractual oversight.

Mr. Wegener said that they can put in the statutory language and define it better as to what should go out to bid and what doesn't have to.

Mr. Johnson said that all of that is spelled out in the Airport's Purchasing and Procurement policy.

Chairman Wagner said that that didn't seem to be necessarily applied to vendor or services contracts.

Mr. Johnson said he believes it excepted legal services and some other services.

Chairman Wagner said that those are statutory and thinks it's a good idea to put in the language as Mr. Wegener suggested.

Mr. Johnson said that as far as the electronic mail, providing the email address is really easy but wants to know if the Board even wants it because it puts them in a tight corner with excluding them from being able to forward that mail to any other account they may have.

Chairman Wagner said that he doesn't like that because they he couldn't get anything out of the system or forward it to someone in the public that may be interested.

Mr. Johnson said that the sentence says "The Director shall not use any other email service or account for sending or receiving".

Commissioner Wood said what they are trying to achieve is not having airport email mingle with personal or other emails.

Further discussion took place on Board email accounts.

Ms. Jordan suggested to do a trial run with the email accounts and see how it works out.

C. Resolution – Authority to Execute Standardized Agreements

Mr. Johnson briefed the Board on the resolution. Mr. Johnson said that normally this is a resolution that is passed every January, and on the list of standardized agreements they see only one that actually exists, which is the aeronautical use ground lease agreements. Staff is looking for direction on exactly what agreements the Board wants them to bring for approval and also to maybe expand the scope and to add some clarification.

Discussion:

Chairman Wagner said that he would like to see staff prepare a list of agreements that they regularly sign and that they would like the Board to give them permission to enter into.

Commissioner Murray said a lot of them would be subject to the expense ceilings that are in the policy.

D. Administration Building Discussion

Commissioner Ball said that the reason he asked for this to be an item on the agenda is because there has not been much action on the administration building. Commissioner Ball said a couple of weeks ago he made a site visit with staff and what he saw was pretty interesting and when he added that with the presentation from the consultant from last month, it seems to him that no one is willing to say that they should stop spending good money after bad and from what he could see out there and what he has seen so far as a Board member, they need to ask staff to take a look at Universities or other public entities that may in fact have some use for the building but he

doesn't see that happening because it is going to cost them more to finish the building then it would to just build another building on a different site. Commissioner Ball said that if that falls short they should consider demolishing it and making that decision in the next six months.

Discussion:

Commissioner Murray said that he would like to put a task force together to review where they are at with that construction and work with staff to come up with recommendations and alternatives for what they want to do with the building. Commissioner Murray said that he knows there has been discussion out there that the Board is just sitting back and not doing anything about this and it's not true. Commissioner Murray said that they have been working with counsel in terms of the administrative aspects of the contract itself, what was supposed to be done and so forth. Commissioner Murray said that now they are starting to get beyond that where they can focus on what they want to do with the building.

Chairman Wagner said that he thinks there are two steps to resolve one being, to resolve the outstanding labor and material costs, and they second is to decide whether or not the project is economically feasible as it is now. Chairman Wagner said that part of this problem arises from the fact that this project is the result of two separate presentations, one on certain uses that was given to the FAA and a different presentation of certain uses that was presented to the Board. Chairman Wagner said that the first step they need to take is to draft up something that addresses possible deficits and once that is addressed then they can address the outstanding retainage. Chairman Wagner said that they would like to address the issue of money that is owed but have been asking the question of who is responsible for what, for about a year now, and have yet to receive a satisfactory answer.

Commissioner Langley said that they should look at the AAG report to determine some factors and they need to follow through with some of the findings in the report prior to making a decision. Commissioner Langley said that if there are in fact construction defects then they need to speak with the contractor and determine who is responsible for those and what is the remedy for that, and again, that is why they have retention. Commissioner Langley stated that retention is used to mitigate their risk in the building and until the issues are resolved he is not comfortable moving anywhere off of the retainage.

Commissioner Nelson suggested to have a workshop just to discuss the admin building.

Chairman Wagner said that the Board has agreed that he should send some correspondence to the interested parties to initiate discussion. Chairman Wagner said that it was okay with him to schedule a workshop for the discussion of the administration building.

E. Handout- Draft Aeronautical Use Ground Lease

Ms. Jordan briefed the Board. Ms. Jordan said that they intended to have a draft handout of the ground lease for the Board but unfortunately they were unable to get comments back on some of the articles that they requested Mr. Wegener to look at. Ms. Jordan said that he is looking at those and they anticipate having a draft emailed out by the end of the week to review and then

they would like to discuss it at the March Board meeting. Ms. Jordan said that after the Board reviews it they would like to publish it for 30 days to allow tenants and others to comment on it.

IX. Action Items

A. Resolution 2015-003 – Amend 2015 Fees and Charges

Mr. Johnson briefed the Board on the amendment of the 2015 Fees and Charges. Mr. Johnson said that every month they bill airport users for standby services as requested or as needed. Mr. Johnson said that right now the fees and charges have the airport billing those standby events for the late flights in one hour increments and for the hot fuels in half an hour increments. Staff is proposing to change “one hour increments” to “15min. increments” on pg. 8 under “Standby Services”. Second proposed change is to also change pg. 13 for Rapid Refueling to be billed in 15min. increments.

Commissioner Nelson asked what that does for the Airport.

Mr. Johnson said that it would create easier and more accurate billing.

Commissioner Wood made a motion for the Board to adopt Resolution 2015-003 Amended Fees and Charges as presented. Commissioner Murray Seconded. Roll Call Vote. Commissioner Murray: Aye, Commissioner Langley: Aye, Commissioner Nelson: Aye, Chairman Wagner: Aye, Commissioner Wood: Aye, Commissioner Ball: Aye. Resolution Passes

B. Finance and Audit Committee Appointments

Commissioner Langley briefed the Board. Commissioner Langley said that there has been some discussion about replacing Amy on the committee since she has become part of the compliance committee. Commissioner Langley said that they have all agreed that they should have a staff member present at committee meetings, but they need an independent third party to fill the position on the committee. Currently on the committee is Commissioner Langley and Mr. Drew Armstrong.

Discussion:

Chairman Wood said that he thinks they should table this until the next meeting because it is an important committee and should not be entered into without some thought.

Item B. tabled until next meeting.

C. West Star Aviation – Colorado Flight Center Sub-Lease Agreement

Ms. Jordan briefed the Board. Ms. Jordan said that this is a consent to assignment for a sublease between West Star Aviation and Colorado Flight Center. Ms. Jordan said that West Star Aviation recently requested approval of a sublease between them and Colorado Flight Center. West Star Aviation is not the ground lessee for the property but are a sub-lessee of P&L Properties. Ms. Jordan said that she did consult the sublease between West Star and P&L Properties to confirm

that they are allowed to sublet as a sub-lessee and Article 8 of their sublease, which was approved in 2006 gives the ability to assign or sublease interest to Colorado Flight Center. Sublease is in Board packets. Mr. Wegener has reviewed the sublease and his comments have been incorporated.

Discussion:

Commissioner Nelson moved to authorize the Interim Airport Manager to enter into the sublease agreement between West Star Aviation and Colorado Flight Center. Commissioner Ball seconded. Voice Vote. All Ayes.

The Board took a brief break at 7:33PM.

The Board reconvened at 7:44PM

D. P&L Properties Assignment of Ground Lease and Consent to Assignment of Ground Lease

Ms. Jordan briefed the Board. Ms. Jordan said that Mr. PJ McGovern, owner of P&L Properties and largest lease holder at the airport, recently requested consent from the Airport Authority to transfer his current ground leases from P&L Properties to Junction Aerotech for business purposes.

Discussion:

Chairman Wagner said that Mr. McGovern spoke with him and Commissioner Wood about this and they all understand the business reasons, they are forming a separate company to hold this so they can move forward with other business. Chairman Wagner said that this does not harm the Airport.

Commissioner Langley made a motion to authorize the Interim Airport Manager to enter into the agreements and to accept P&L Properties Assignment of Ground Lease and Consent to Assignment of Ground Lease. Commissioner Nelson seconded. Voice Vote. All Ayes.

E. Grand Application – Colorado Firefighter Safety and Disease Prevention Grant

Mr. Austin Fay, Project Coordinator, briefed the Board. Mr. Fay said that on January 30, 2015 airport staff submitted a grant application to the Colorado Firefighter Safety and Disease Prevention Program. Mr. Fay said that this is a competitive grant but if awarded it would provide 100% funding of some much needed ARFF equipment for airport firefighters. Equipment requested:

- 8 SCBA packs
- 8 SCBA face masks
- 8 SCBA 45min bottles
- 1 compressor/fill station

Staff recommends that the Board approves the application to the Colorado Firefighter Safety and Disease Prevention Grant Program.

Commissioner Ball moved to approve the grant application Colorado Firefighter Safety and Disease Prevention Grant. Commissioner Murray seconded. Voice Vote. All Ayes.

F. Resolution 2015-004 Federal Mineral Lease District Grant Application

Ms. Jordan briefed the Board. Ms. Jordan said that staff is requesting the Board to approve an application for a grant through the Mesa County Federal Mineral Lease District (FMLD). Ms. Jordan said that they have applied for two grants in the past and one was successful and that one was for the firefighting turnout gear and half of the SCBA's. Another one they submitted for an AED program for the terminal building and they were unsuccessful in receiving that. Ms. Jordan said that the FMLD grants money to different political subdivisions within the state of Colorado that have been impacted by the energy industry. Ms. Jordan said that everyone is well aware that the airport has been significantly impacted by the energy industry, primarily in a positive way. One of the things that staff is requesting in the application is to do a couple of different planning studies, so while the airport has been impacted in a positive way they would like to continue to build on that impact and continue to sustain the air service that they have received primarily due to the energy industry and to grow that air service sustainably. Ms. Jordan said that the different studies they would like to do is a passenger demand analysis, a business travel survey and a final report that will take both studies and bundle it up into an implementation plan and set some strategic initiatives for air service development. The planning grants through the Mesa County FMLD are 50% grants which means that the entity applying for the grant has to pay for 50% of the project. Total project cost would be approximately \$30,000, \$15,000 of that would come from the airport and \$15,000 of it would come from the FMLD. Ms. Jordan said that they have talked to The Chamber of Commerce and the Grand Junction Economic Partnership and reviewed the idea from a business stand point and they thought it was a good idea and supported it and are providing letters of support for the project.

Discussion:

Ms. Jordan said that they budgeted \$66,000 for marketing, advertising and air service development, so it would not be an additional \$15,000 or a budget amendment they would just be reallocating the funds that they intended to use for marketing, advertising and air service development towards those plans if they receive the grant.

Commissioner Murray asked if staff had anybody who is qualified to do this study and asked if there was a frame work for the scope that they would be doing.

Ms. Jordan said they have done a passenger demand analysis in the past and it was done by Mead and Hunt's Air Service Development Team. Ms. Jordan said that their intention would be to get quotes from different firms that are capable of performing these surveys if the grant is awarded to the airport.

Commissioner Murray asked how accurate the outcome was in relation to the projection on the last one.

Ms. Jordan said that she felt it was very accurate and was done on 2010.

Chairman Wagner asked if staff was sure that by doing this they would get data that they couldn't find somewhere else.

Ms. Jordan said some of it maybe but most of it is going to require expensive software in order to get that data.

Chairman Wagner asked if the results could be used for marketing another carrier to the airport.

Ms. Jordan said absolutely she has gone to conferences in the past and sat down with airlines and their route planners and has used the 2010 passenger demand analysis frequently in those meetings.

Commissioner Wood asked what the time frame was for knowing if they get the grant.

Ms. Jordan said that they will know by the end of April and applications are due mid-March.

Commissioner Langley said that he is struggling with the purpose of this project and the premise being based on the growth of the energy industry because in his observation there has been a significant decline in this area and on the western slope since 2008 and has not recovered. Commissioner Langley said that he doesn't believe that a study has any control over what happens to the energy industry.

Ms. Jordan said that the FMLD was put together to support political subdivisions that have been impacted by the energy industry and most of the applications have been for small communities that have crumbling roads because of the impact of the water tankers driving over them and causing damage, so they haven't actually had an application where it looks at the positive impacts that the energy industry has created on a political subdivision. Ms. Jordan said that the grant money is not there to grow or to directly impact energy industry growth, it's there to offset impacts that it has created.

Commissioner Langley said that it's talking about the demand for air service caused by the growth of the energy industry.

Ms. Jordan said that the Dallas/Ft. Worth and the Houston service was primarily started due to the growth of the energy industry and they have lost two months of the Houston service and it is only responsible of the airport to explore how they can grow sustainably if the energy industry leaves.

Commissioner Murray said that his conjecture is that they would see a projected decline but for having a study like this done would help in the airports planning and budget considerations and what they might be looking at and how the energy industry will impact that.

Commissioner Nelson made a motion for adoption of Resolution 2015-004 – Federal Mineral Lease District Grant Application and authorize staff to submit the grant and further authorize them to expend matching funds not to exceed \$15,000 should it be approved. Commissioner Wood seconded. Roll Call Vote. Commissioner Ball: Aye, Commissioner Wood: Aye,

Commissioner Nelson: Aye, Commissioner Langley: Nay, Commissioner Murray: Aye, Chairman Wagner: Aye.

G. Colorado Discretionary Aviation Grant Offer – CDAG 15-GJT-101 – Airport Operations and Management Intern

Mr. Fay briefed the Board. Mr. Fay said that on January 13th the Division of Aeronautics approved the airport's grant request to help provide funding for an airport intern. Mr. Fay said that this grant would fund 50% of the intern's wages with the other 50% being funded by the airport. Correction made to the fiscal impact that was in the Board packets, the State money is correct but the local funds that would be provided by the airport has increased to include the total benefits and budgeted overtime so it increased to \$24,392.00 with a total fiscal impact of 38,952.00. Staff recommends that the Board approve the attached grant agreement in support of the Airport Internship Program. Mr. Fay stated that having gone through the internship program himself he thinks it's a very good program and helpful not only to the airport and the intern but to aviation in general.

Discussion:

Commissioner Murray asked how much was budgeted for the internship program.

Mr. Minnick said around \$20,000.

Chairman Wagner said that he doesn't feel comfortable spending \$24,000 in addition to the \$15,000 they just authorized in a different item. Chairman Wagner said that he understands that the intern position is helpful and he thinks Mr. Fay is a good example of the success of it but with the economic climate they are in now, they need to be a little more productive in the short term with the money they spend.

Commissioner Nelson asked what their duties would be.

Mr. Fay said that they would transfer throughout the different departments of the airport to get a total grasp of airport operations.

Mr. Johnson said that he is also a product of the program.

No motion made. Item was not rejected nor accepted and may be brought back for consideration at a later date.

H. Recommendation – Security Guard Services

Mr. Johnson said that staff published an invitation for bids (IFB) for security guard services for 30 days which ended February 13th. Only one response was received, and that response was from G4S Secure Solutions, they have been a contractor on the airport previously. After reviewing the response, it meets all requirements of the IFB, so staff recommends that the Board approve the

recommendation to choose G4S Secure Solutions to provide the service and allow staff to begin contract negotiations.

Discussion:

Mr. Johnson said that their main duty would be to monitor the check point but they would also have other duties that the Airport Authority would determine.

Commissioner Ball asked of the fee was set and it charged regardless of what the bid is.

Mr. Minnick said that they charge the airlines \$200,000 a year which is prorated based on enplanements every month.

Commissioner Murray asked what they bid.

Mr. Johnson said that they bid around \$29.00 per hour which would be about \$160,000 a year.

Commissioner Wood made a motion for the Board to authorize staff to enter into negotiations for security guard services. Commissioner Ball seconded. Voice Vote.

I. Asset Disposal Request

Mr. Fay briefed the Board. Mr. Fay said that the Subway restaurant, owned and operated by the Grand Junction Regional Airport, has a list of assets of proposed for disposal. List of assets in Board packets and on presentation screen. Mr. Fay said that staff is asking for Board approval to dispose of the listed assets and their proposed disposal method.

Discussion:

Commissioner Wood made a motion that the Board approves the asset disposal request as presented. Commissioner Langley seconded. Voice Vote. All Ayes.

J. Vending Contractor Selection and Contract

Mr. Fay briefed the Board. Mr. Fay said that on February 5th the vending machine selection committee, after a detailed review of the proposals that they received, came to a conclusion to recommend an award to Dan Nadeau LLC for vending machine concession services.

Discussion:

None.

Commissioner Ball moved to approve the selection of vending machine concession provider, Dan Nadeau LLC and to allow the Board Chairman to execute the contract. Commissioner Wood seconded. Voice Vote. All Ayes.

IX. Any other business which may come before the Board

Commissioner Murray said that he wanted to make a recommendation that the Board form an airport director search committee.

Chairman Wagner said that a criteria for selection probably needs to be made as well. Chairman Wagner appointed Commissioner Murray, Commissioner Ball and Mr. Dave Krogman from West Star Aviation to the Airport Manager Search Committee.

X. Adjournment

Commissioner Wood moved to adjourn. Commissioner Nelson seconded. Voice Vote. All Ayes.

The Board meeting adjourned 8:31PM.

Steve Wood, Board Chairman

ATTEST:

Victoria Villa, Clerk to the Board