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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
Meeting Minutes  
December 15, 2020

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**REGULAR BOARD MEETING**

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**I. Call to Order**

Mr. Tom Benton, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on December 15, 2020 in Grand Junction, Colorado and in the County of Mesa. The meeting was hosted electronically.

<p><b><u>Commissioners Present:</u></b> Tom Benton (Chairman) Erling Brabaek Linde Marshall Chuck McDaniel Thaddeus Shrader Clay Tufly Ron Velarde</p> <p><b><u>Airport Staff:</u></b> Angela Padalecki (Executive Director) Dan Reimer (Counsel) Joseph Burtard (Clerk) Sarah Menge Cameron Reece Shelagh Flesch Ben Peck Dylan Heberlein</p>	<p><b><u>Guests:</u></b> Brad Rolf, Mead and Hunt Jeremy Lee, Mead &amp; Hunt Colin Bible, Garver Shannon Kinslow, Twin Otter Jen Boehm, Mead &amp; Hunt</p>
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**II. National Anthem**

**III. Approval of Agenda**

*Commissioner McDaniel made a motion to approve the December 15, 2020 Board Agenda. Commissioner Marshall second the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Tufly, yes, and Commissioner Velarde, yes. The motion carries.*

#### **IV. Commissioner Comments**

*No commissioner comments were made.*

#### **V. Citizen Comments**

*No citizen comments were made.*

#### **VII. Consent Agenda**

##### **November 17, 2020 Meeting Minutes**

Approval of November 17, 2020 Board Meeting Minutes.

##### **Daniel S Reimer, LLC Professional Services Agreement**

Approve proposed professional services agreement for Daniel S Reimer, LLC to provide professional legal services on governance, operation, management, development, and improvement of the Airport.

##### **Karp, Neu, Hanlon Engagement Agreement**

Approve proposed engagement agreement for Karp, Neu, Hanlon to provide representation on employment related matters and other general airport matters as needed.

##### **Employee Handbook Revisions**

Approve employee handbook revisions which primarily involve Paid Time Off and Sick Leave policies in anticipation of the Healthy Families and Workplaces Act that is effective January 1, 2021.

##### **Lenel Security System Software Upgrade**

Authorize staff to accept the quote from Sequent Information Systems for \$12,386.61 to complete upgrades to the security system.

##### **Veoci Software Services Agreement Proposal**

Approve the Veoci software and services agreement and authorize the Executive Director to sign the Agreement and approve renewal options included in the contract. The estimated annual cost for 2021 is \$14,256.00.

##### **Renew National Naval Aviation Museum Agreement**

Approve the renewal of the National Naval Aviation Museum Aircraft Loan Agreement to keep the aircraft static displays at Aviators Memorial Park for a contract period of five years and authorize the Executive Director to sign the agreement.

*Commissioner Shrader made a motion to approve the Consent Agenda. Commissioner Velarde second the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Tuffy, yes; and Commissioner Velarde, yes. The motion carries.*

## **VIII. Action Items**

### **Air Service Incentive Program**

*Commissioner Marshall made a motion to adopt the proposed air service incentive program to be offered to airlines for establishing or expanding air service at GJT. Commissioner Tufly seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Tufly, yes; and Commissioner Velarde, yes. The motion carries.*

### **2021 FAA Grant Application**

*Commissioner Tufly made a motion to authorize the Executive Director to sign the grant application for submittal to the FAA for the 2021 Runway 11/29 grading & drainage design work. Commissioner Velarde seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Tufly, yes; and Commissioner Velarde, yes. The motion carries.*

### **Mead & Hunt Scope of Work**

*Commissioner McDaniel made a motion to approve Mead & Hunt Task Order 2021-01 to develop the scope of services, fee estimate, and schedule for design and construction activities for FY 2021 and authorize the Executive Director to sign the Task Order. Commissioner Marshall seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Tufly, yes; and Commissioner Velarde, yes. The motion carries.*

### **Garver Scope of Work**

*Commissioner Velarde made a motion to approve Garver Task Order 03 to support the runway replacement program and the review and analyze the 60% design documents, define program constraints and scheduling for the runway program, perform program optimization tasks, and 2021 runway design coordination and authorize the Executive Director to sign the Task Order. Commissioner Shrader seconded the motion. Roll Call Vote: Commissioner Benton, yes; Commissioner Brabaek, yes; Commissioner Marshall, yes; Commissioner McDaniel, yes; Commissioner Shrader, yes; Commissioner Tufly, yes; and Commissioner Velarde, yes. The motion carries.*

## **IX. Discussion**

### **Upcoming At-Large Airport Commissioner Appointment**

The term for the at-large commissioner seat currently filled by Linde Marshall expires February 1, 2021. Staff to present to Board the process for when terms expire.

## **X. Staff Reports**

- A. Executive Director Report (Angela Padalecki)
- B. Operations Report (Dylan Herberlein)
- C. Finance and Activity Report (Sarah Menge)
- D. External Affairs Report (Joseph Burtard)
- E. Facilities Report (Ben Peck)

**XI. Any other business which may come before the Board**

**XII. Adjournment**

The meeting adjourned at approximately 7:07pm.

*Audio recording of the complete meeting can be found at  
[https://gjairport.com/Board\\_Meetings](https://gjairport.com/Board_Meetings)*

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Tom Benton, Board Chairman

***ATTEST:***

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Joseph Burtard, Clerk to the Board