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**Grand Junction Regional Airport Authority Board**  
**Board Meeting**  
Meeting Minutes  
April 16, 2013

Mr. Denny Granum, Board Chairman, called the regular meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on April 16, 2013 in Grand Junction, Colorado and in the County of Mesa.

**Present:**

*Commissioners:*

Denny Granum, Chairman  
David Hibberd, Vice Chairman  
Tom Frishe  
Rick Wagner  
Tom Kenyon  
John Stevens  
Steve Wood

*Airport Staff:*

Rex Tippetts, Director of Aviation  
Amy Jordan, Clerk  
Gary Schroen  
Kathie Lucas

*Other:*

Mike Nelson, CSD  
Shannon Kinslow, TOIL  
Bradley Sullivan, CFC  
Sandra Caskey, CAF  
Jerry McDonough, GJAUTA  
Jason Virzi, Jviation  
Jim Trott, Jviation  
Bill Marvel, GJAUTA  
Bob Erbisch, GJAUTA  
Deborah Gaul, GJAUTA  
Bill Pitts, Citizen  
Sam Susuras, GJ City Council  
Collin Fay  
Wayne Clark, GJAUTA  
Carl Vostatek, Architect  
Tom LaCroix, Past Board Commissioner  
Cody Wagner, LaCroix & Hand  
Martin Chazen, GJ City Council Elect

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**I. Approval of Agenda**

*Commissioner Stevens moved to approve the agenda as distributed. Commissioner Frishe seconded. Voice vote: all aye. The agenda was approved as distributed.*

**II. Conflict Disclosures**

Chairman Granum – Hangar Owner  
Vice Chairman Hibberd – Hangar Owner  
Commissioner Wood – Hangar Owner  
Commissioner Frishe – None

Commissioner Wagner – None  
Commissioner Kenyon – None  
Commissioner Stevens – None

**III. Commissioner Comments**

Chairman Granum called past board commissioner LaCroix forward. Chairman Granum presented LaCroix a service plaque and thanked him for his eight years of dedication to the Airport Authority.

**IV. Citizens Comments**

None.

**V. Consent Agenda**

**A. Minutes: March 2013 Board Meeting**

**B. Financials: March 2013**

**C. Financials: April 2013**

Discussion: NONE.

*Commissioner Hibberd moved to approve the consent agenda. Commissioner Stevens seconded. Voice vote: All Ayes. The consent agenda was approved as distributed.*

**VI. Action Items**

**A. Donation of 0.878 Acres of Land**

Gary Schroen, Deputy Director: Finance briefed the board on a possible donation of land to the Airport Authority. Schroen said that he spoke with a partnership that owns 0.878 acres of land and has offered to give the land to the airport. Schroen said that the land is adjacent to land currently owned by the airport. Schroen said that the airport has no practical use for the land, but does complete a contiguous portion of land owned by the airport on the east side of Highline Canal.

Discussion:

Commissioner Wagner asked if there were any outstanding taxes or liens on the property. Schroen said that to his knowledge, there were none and that the property taxes have been paid to date.

*Commissioner Wood moved to approve the Donation of 0.878 acres of land and authorize the Director of Aviation to sign the non-standard documents associated with the donation. Commissioner Stevens seconded. Voice vote: All Ayes.*

**VII. Discussion Items**

**A. At-Large Board Member Selection Process**

Chairman Denny Granum explained to the Board that the selection committee, which includes himself, Dave Hibberd, Steve Wood, and Tom LaCroix, have met

and reviewed all eleven applications submitted for the At-large position. Granum said that out of the eleven applicants, they interviewed the four most qualified candidates. Granum noted that he was pleased with the number and quality of applicants that submitted. Granum said that after completing the four interviews, the committee deliberated and selected one candidate, Mr. Thomas Frishe, whom they felt would be the best candidate for the position.

*Commissioner Simons made a motion to approve the committee's recommendation of Thomas Frishe and take forward the recommendation to the Mesa County Board of County Commissioner and the Grand Junction City Council for final appointment. Commissioner Stevens seconded. Voice vote: All Ayes.*

#### **B. 2012 Audited Financial Statements**

Director of Aviation, Rex Tippetts explained to the Board that each year, an independent Certified Public Accounting (CPA) firm audits the airports financial statements. The 2012 financial statements were audited by Chadwick, Steinkirchner, Davis & Co., P.C. Tippetts said that the purpose of the annual audit is to express an opinion on whether the financial statements prepared by airport staff (with board oversight), are fairly presented, in all material respects, and in conformity with U.S. generally accepted accounting principles.

Tippetts noted that upon approval by the board, the 2012 audited financial statements are released to reporting agencies, investors (bondholders), and other interested parties, and filed with the State of Colorado.

Mike Nelson with Chadwick, Steinkirchner, Davis & Co. presented the audited financials to the Board. Mr. Nelson said that he is pleased to announce that everything looked good for 2012 and there was no significant finding to report.

Mr. Nelson said that the airport had little capital projects in 2012. Mr. Nelson discussed the Passenger Facility Charges and the projects those funds went to complete. Mr. Nelson also discussed the estimated budget versus the actual budget for 2012. He noted that the actual expenditures were less than the estimated expenditures, which is a requirement.

Mr. Nelson reviewed the Statement of Net Position, which included the assets, capital assets, and restricted assets for debt service and projects. Mr. Nelson said the airports debt payments are on schedule and that the airports revenue was up by approximately \$138,000 for 2012.

Discussion:

Commissioner Wagner noted that the manager's report states that the Airport Authority is operated as an enterprise fund, and with that asked about the TABOR requirements in relation to the Airport Authority.

Director Tippetts said that the Airport does not fall under TABOR requirements.

Mr. Nelson said that he agrees with Mr. Tippetts, in that there are no funds at the airport that fall under the TABOR requirements.

Chairman Granum noted that he was pleased to see a slight growth in the airport revenues.

Chairman Granum asked about the ARFF vehicle and the signage upgrades.

Director Tippetts said that the Airport, within the last few days, has taken delivery of the new ARFF vehicle. Tippetts said that the signage upgrade was the runway distance to go signage, which was required to upgrade following the last annual inspection.

*Commissioner Stevens moved to adopt the 2012 Audited Financial Statements.*

*Commissioner Frishe seconded. Voice vote: All Ayes. The 2012 Audited Financial Statements were approved as distributed.*

### **C. Support Letter for the 29 Road Interchange**

Director Tippetts explained that meet recently with Mesa County Planning staff and that the County is taking the lead on the 29 Road Interchange project.

Tippetts noted that the County is seeking grant funding to complete the interchange at 29 road and Interstate 70 and they have requested a letter of support from that Grand Junction Regional Airport Authority.

Tippetts said that the 29 Road interchange is beneficial for the airport, in that it allows for a more direct route for customers coming from the south (Delta/Montrose areas).

Discussion:

Commissioner Kenyon said that he is well aware of this grant application and that the County is under a time constraint to get the application submitted. Kenyon noted that the Colorado Department of Transportation is working on being more responsible with their monies and currently has a large amount of money in their coffers. Therefore, CDOT has been tasked with issuing grant monies to projects as soon as possible. Kenyon noted that there are some stringent requirements that go along with these grants, in that the projects must be complete with just a few years.

Commissioner Wood asked if the Airport would have a sort of financial commitments to this project.

Both Commissioner Kenyon and Director Tippetts said that the Airport would have no financial obligations to this project. Kenyon noted that the City, County, and CDOT would fund the project.

*Commissioner Kenyon moved to approve the Support Letter for the 29 Road Interchange and authorize the Chairman to sign. Commissioner Stevens seconded. Voice vote: All Ayes.*

## VIII. Discussion Items

### A. Security Solutions Committee Update

Commissioner Steve Wood said that within the last 24 hours, the Airport has received a response to the request for amendment to the security plan, which was submitted over a month ago. Commissioner Wood said that the response came directly from the head of the TSA, Mr. Pistole. Commissioner Wood said that the letter does issue conditional approval, but at this point, he is not sure that this is good news, because the approval is very convoluted. Commissioner Wood said that the next step is to take some time to digest and understand the letter. Additionally, the committee needs to read and review the letter, and figure out how to move forward from here.

### B. Manager's Update

Director of Aviation, Rex Tippetts, updated the Board on the following items:

1. Terminal Building Phase I – Tippetts told the board that the project is out to bid. The bid has been advertised, as required by State Law and they are due back on May 8<sup>th</sup>. There will be a pre-bid meeting on April 24<sup>th</sup>.
2. Aircraft Rescue Fire Vehicle – Tippetts said that within the last few days, the Airport took delivery of a new ARFF vehicle. Staff is currently training on the new vehicle and we hope to put it into service within the next few weeks.
3. New Standard Lease - Tippetts told the board that their attorney, Mike Morgan, is still working on drafting a new standard form lease. Tippetts said that Mike would be sending a draft of the lease to the Board. Staff is working on a lease rate survey and Mike is working on an appraisal, which is both pieces of this project.
4. ATCT Closures – The FAA has issued an extension to the contract tower closures, which were announced earlier this month. The Contract Tower Association, which I am a Board Member of, is working to resolve this legally. GJT does have a contract tower, but we were not on the list of closures, however,
5. Replacement Runway 11/29 – Tippetts updated that Board on the project, noting that the Environmental Assessment is still moving forward. Tippetts said that he expects a Finding of No Significant Impact (FONSI) by early fall.
6. Hangar Acquisition – Tippetts said that staff would like to look into a hangar acquisition at the airport. This would be accomplished through a request for proposals. Tippetts said that the Airport is need of additional storage space for equipment. Moving forward, Tippetts would like to get an RFP out right away, as long as there are no objections, and have proposals back before the next board meeting for the board to review.
7. TSA Exit Lane – The TSA recently issued a notice to airports requiring amendments in security plans, for the airports to take control of the exit lane security. The TSA has said that this will be effective at the end of

2013. In TSA regulations, it is very clear that TSA is responsible for the security of the sterile are, which includes the exit lane. If the airport were forced to comply with this requirement, it would be an unfunded mandate, and would require additional staff.

**IX. Adjournment**

The Board adjourned the meeting at 6:12 P.M.

The next meeting of the Airport Authority Board will be at 5:15 P.M. on Tuesday, May 14, 2013.

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Denny Granum, Board Chairman

***ATTEST:***

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Amy Jordan, Clerk to the Board