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**Grand Junction Regional Airport Authority Board**  
**Regular Board Meeting**  
Meeting Minutes  
May 14, 2013

**I. Call to Order**

Mr. Denny Granum, Board Chairman, called the meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on May 14, 2013 in Grand Junction, Colorado and in the County of Mesa.

**Present:**

*Commissioners Present:*

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

*Other:*

Shannon Kinslow, TOIL  
Jason Virzi, Jviation  
Matt Gilbreath, Jviation  
Mark McFarland, Mead & Hunt  
Bill Marvel, GJAUTA  
Bill Pitts, Citizen  
Collin Fay, Top Flight  
Marisa Fay, Top Flight  
Wayne Clark, Citizen  
Dave Krogman, West Star Aviation  
Justin Pietz, Armstrong  
Denis Corsi, Armstrong  
Paul Nelson, GJRAA Appointee  
Alan Sage, Tenant  
Clark Atkinson, Shaw Construction

*Commissioners Absent:*

Sam Susuras

*Airport Staff:*

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

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**II. Approval of Agenda**

*Commissioner Hibberd moved to approve the agenda with the following change: move the West Star Facility Expansion item from a Discussion Item to Action Item to allow for ratification and amendment. Commissioner Stevens seconded. Voice vote: all aye. Commissioner Susuras not present. The agenda was approved with the following changes: West Star Facility Expansion item moved from Discussion Item to an Action Item.*

**III. Conflict Disclosures**

Chairman Granum – Hangar Owner  
Vice Chairman Hibberd – Hangar Owner

Commissioner Wood – Hangar Owner  
Commissioner Frishe – None  
Commissioner Wagner – None  
Commissioner Stevens – None

**IV. Commissioner Comments**

Commissioner Stevens said that this would be his last meeting. Stevens noted how much he has enjoyed serving on the Board and being a part of the advancements and improvements the airport has made in the last few years.

**V. Citizens Comments**

None.

**VI. Consent Agenda**

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

**B. Minutes: May 7, 2013 Special Board Meeting**

Discussion: NONE.

*Commissioner Hibberd moved to approve the consent agenda. Commissioner Stevens seconded. Voice vote: All Ayes. Commissioner Susuras not present. The consent agenda was approved as distributed.*

**VII. Action Items**

**A. On-Airport Rental Car Concession Two Year Extension**

Director of Aviation, Rex Tippetts explained to the Board that the Airport currently has four on-airport rental car operators, of which two are dual branded:

1. Avis/Budget
2. Hertz
3. National/Alamo
4. Enterprise

Tippetts explained that the on-airport rental car operator's five-year contract was bid in 2008 and expired on April 30, 2013. All of the on-airport rental car operator's want to extend their expiring contracts by an additional two years. The two-year extension would be for the period May 1, 2013 through April 30, 2015.

Tippetts noted that the current contracts state the rental car operator pay the higher of 10% of their annual airport generated gross revenues, or an annual Minimum Annual Guarantee (MAG) amount bid by the rental car operator. Tippetts said that when the rental car operators submitted their bids five years ago, the economy in Grand Junction was strong and growing and the rental car operators were required to list MAG's for each of the five years in their bid to the airport.

Tippetts said that the economy in Grand Junction over the last five years has declined and 10% of the current on-airport operator's generated gross revenues have been significantly less than their MAG's.

Tippetts suggested that if the Board elect to extend the contracts that the MAG's for each of the next two years be re-set to equal 10% of the airport generated gross revenue for the twelve months ending April 30, 2013. He noted that this amount would not be known until May 20 when April 2013 gross revenue is reported.

Tippetts said that an advantage of extending the contracts and not re-bidding this year is higher MAG's. Tippetts said that airports that have sent out rental car bids this year are receiving MAG's equal to 70% of the 10% of prior year revenues and the MAG amounts agreed to by the current rental car operators provides a guaranteed source of revenue to the airport for the next two years.

Tippetts explained that the service area facility once leased by Enterprise reverted to the airport on April 30, 2013. Tippetts said that Enterprise has no use for the facility as they now have a consolidated facility with National/Alamo.

Discussion:

Commissioner Wagner asked why the extension would be for a period of two years, noting that the economy appears to be on an upturn, and it may be better not to lock into a rate for two years.

Tippetts said that because of the time it takes to prepare the bid, evaluate the bids received, and award them, it takes 9 to 11 months. Therefore, extending the contracts for two years will allow staff adequate time to do a bid.

Tippetts said that in the last two years, the airport has been receiving the MAG, not the 10% of revenues.

*Commissioner Stevens moved to approve a two-year extension for on-airport rental car operator and re-set the MAG's to equal 10% of the airport generated gross revenue for the twelve months ending April 30, 2013. Commissioner Hibberd seconded. Voice Vote: All Aye. Commissioner Susuras not present.*

*Commissioner Wagner moved to allow the Director of Aviation to execute the extension. Commissioner Hibberd seconded. Voice Vote: All Aye. Commissioner Susuras not present.*

## **B. Division of Wildlife Lease**

Director Tippetts explained to the Board that airport staff has worked with the Division of Wildlife (DOW) since October 2012 to acquire an easement across the northern portion of the DOW land lease area. Tippetts said that the DOW was agreeable to aircraft crossing their area, but did not want to be responsible for the asphalt in front of their hangar if DOW aircraft were not the primary aircraft using the asphalt.

Tippetts explained that the DOW commissioner has been operating approximately 90 days out, in regards to making decisions on items. Tippetts noted that staff recently received a phone call from the DOW, saying that they have figured out how to make this necessary change in a timelier manner.

Tippetts said that he does not see a need at this point to terminate the lease and issue of a new DOW land lease, under the same terms, just with a reduced lease area. Tippetts said that although he does not foresee the above needing to occur, he would like the Board to allow it as an option, if needed.

Discussion:

Commissioner Wagner asked if the DOW provides the language encompassed in the lease, as it does not match the standard form lease the airport has in place.

Tippetts said that this lease is a State of Colorado ground lease and is not an airport standard form lease.

Commissioner Wood asked if, regardless of the way the airport proceeds (termination or renegotiation), the DOW would prefer a standard form lease.

Tippetts said that is correct.

*Commissioner Hibberd moved to ratify and amend the action taken at the May 7, 2013 Special Meeting - that notice be given to terminate the current Division of Wildlife ground lease in 90-days, as authorized by that lease, and the staff develop and negotiate new lease offer to the Division of Wildlife providing for a reduced land lease area, to be presented for subsequent consideration by the Board. Commissioner Stevens seconded. Voice Vote: All Aye. Commissioner Susuras not present.*

### **C. West Star Facility Expansion**

Commissioner Wagner asked Chairman Granum to allow for additional public comment at this time, regarding this item, since the Board is revisiting this item.

Chairman Granum opened the floor to additional public comment. There was no comment.

Commissioner Wood asked if the Board approves to move forward with due diligence, if there was an estimate as to how much it would cost the airport to conduct the due diligence.

Tippetts said that in the last week, he has compiled a task list of items needing to be started and completed. The items that need staff attention include financing details and leasing details. Tippetts noted that ten leases need to be created and/or modified. The minor site plan review needs to be completed. Additional FAA paperwork needs to be completed and submitted. Tippetts said that design needs to be started and completed; to date, West Star has had conceptual design completed, and however, full design must be done.

Commissioner Wagner said that he sees that soils' testing has been started in March 2013. Tippetts said that a company was on-airport in March doing another project, and instead of paying two mobilization fees, he had them take core samples at the site.

Chairman Granum noted that there have been discussions with West Star, in that any cost overruns will be their sole responsibility.

Tippetts said that a 50% design would need to be completed, before good solid estimates can be given for total building cost.

Commissioner Wood said that it poses an interesting arrangement, if the building does run over, and West Star then has some substantial equity in the building, but the Airport owns the building, how would that be worked out, would need to be decided in advance.

Commissioner Wood remarked that he feels that West Star should be more exposed in regards to financial information. Wood noted that if a private company intends to do business with a public entity, in this manner, the financial information of the company should not be held so closely.

Commissioner Frishe said that he would like to see language built into any contracts that if the project does overrun, the burden for that expense lies on West Star and not on the Airport. Commissioner Frishe said that we have a budget number on an un-designed building and that is concerning. Frishe again expressed his concern regarding overruns on the project, and making sure the airport is not responsible for those overruns.

*Commissioner Hibberd moved to ratify and amend the action taken at the May 7, 2013 Special Meeting - that the staff is directed to continue its due diligence regarding the proposed West Star paint hangar project and related funding, and to move forward with planning and developing of recommended documentation for subsequent consideration by the Board. Commissioner Stevens seconded. Voice vote: Granum, Aye. Stevens, Aye. Hibberd, Aye. Frishe, Aye. Wood, Nay. Wagner, Abstain. Commissioner Susuras was not present.*

Additional Discussion:

Commissioner Wagner said that he feels that there needs to be additional discussion on this item.

Commissioner Wagner said that there are no assurances for cost containment, and that he is concerned in regards to cost overruns.

Tippetts said that there is a lot that needs to be done on this project. This project is a design-bid-build project, in which the design has not yet been completed.

Tippetts said that a more substantial cost would result when the design is more complete.

Commissioner Wagner asked for clarification as to what the Board is approving staff move forward with.

Commissioner Hibberd said that the motion is to allow staff to move forward and answer some of the questions and concerns that have been expressed. Hibberd also noted that nothing would be signed or approved without subsequent Board approval. Additionally, it is difficult for staff to move forward on due diligence, without the consent of the Board.

Commissioner Wood wanted to clarify that this motion would not require the airport to spend any money on this project, solely staff time. Wood said that he has concerns about overcommitting the airport, and that if the Board commits to this project, what other opportunities may arise that we will not be able to capitalize on, because we overcommitted on this particular project.

Tippetts said that is correct, and that no money will be spent, just staff time, at this point.

*Commissioner Hibberd moved for a second time to ratify and amend the action taken at the May 7, 2013 Special Meeting - that the staff is directed to continue its due diligence regarding the proposed West Star paint hangar project and related funding, and to move forward with planning and developing of recommended documentation for subsequent consideration by the Board. Commissioner Stevens seconded. Voice vote: Granum, Aye. Stevens, Aye. Hibberd, Aye. Frishe, Aye. Wood, Aye, as long as it is only staff time and no money is spent. Wagner, Aye. Commissioner Susuras was not present.*

## **VIII. Discussion Items**

### **A. Managers Update**

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

1. Terminal Building Phase I – Tippetts told the Board that the bids for the project have been submitted and evaluated. As it stands, the project came in over by approximately \$800,000. The apparent low bidder is Shaw Construction. Tippetts noted that at this point, he would move forward negotiating the costs with Shaw, to see where costs can be cut.
2. AOA Badge Renewals – Tippetts said that staff has begun the process of renewing the AOA badges.
3. AAAE Annual Conference – Tippetts said that he would be attending the annual conference of AAAE next week, where he hopes to get additional information on the contract tower closures.
4. Jump Start 2013 – Tippetts noted that he would be attending the annual air service conference the first week of June. Tippetts said that this conference gives the airport an opportunity to meet directly with airline route planners and executives.

**B. Security Solutions Committee**

Commissioner Wood updated the Board on the progress of the committee, noting that the committee has been unable to meet jointly, but has been communicating frequently.

Wood noted that the committee had made a phone call to the contact that was listed in Mr. Pistole's letter, Pete Garcia. Wood said that the conversation went well and that there is good cause to be optimistic about the outcome of the proposal.

**C. Environmental Assessment Process and Update**

Ryk Dunkelberg gave a presentation to the Board discussing the process and the status of the environmental assessment for the runway 11/29 relocation. See attached presentation.

**IX. Recess into Executive Session**

The Board recessed into executive session at 6:44 PM.

**A. Discuss Security Sensitive Information as authorized by Colorado Revised Statute §24-6-402(4)(c).**

**B. Discuss the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest as authorized by Colorado Revised Statute §24-6-402(4)(a).**

**X. Convene into Regular Meeting**

The Board convened into regular meeting at 7:13 PM.

**XI. Action Items**

**A. Possible Real Estate Acquisition**

Director of Aviation, Rex Tippetts, explained that the Airport is out of space to store snow removal and maintenance equipment, and after prior Board approval, advertised a request for proposal, to purchase a hangar. Five proposals were submitted, one proposal was withdrawn. Based on the discussion of the executive session, the staff would like to proceed at the Board's pleasure.

Discussion:

Commissioner Wagner asked Tippetts what motion he is requesting from the Board.

Tippetts said that he would recommend a motion to purchase Larry Johnson's hangar, providing the hangar can be possessed within 30-days and all issues can be cleared.

*Commissioner Stevens moved to purchase Larry Johnson's hangar, providing possession within 30-days and all issues addressed. Commissioner Frishe seconded. Voice Vote: All Aye. Commissioner Susuras was not present.*

**Additional Comments:**

In closing, Commissioner Wood said that he would like to make a few comments. Wood noted that he believes the adjustments that are proposed to make the changes to the general aviation area, in regards to security access, are probably less expensive than the hangar purchase the Board just approved, and that the actions are perhaps of greater consequence to the airport.

**XII. Adjournment**

The Board adjourned at 7:17 PM.

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Denny Granum, Board Chairman

***ATTEST:***

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Amy Jordan, Clerk to the Board



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## Airport Board Meeting

May 14<sup>th</sup>, 2013



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## Environmental Documentation (Continued)

- An EIS is prepared by the FAA and funded by the Airport Sponsor. The Sponsor has no control of the process or the document. Takes approximately 24-36 months to prepare.
- An EA is the responsibility of the Airport Sponsor to prepare. *Normally takes approximately 18 months to prepare.*
- Under NEPA Guidance, an EA is a "Concise Document" that takes a "Hard Look" at expected environmental effects of a proposed action.

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## Agenda

- Environmental Documentation
- Overview of Typical EA Process
- EA/RMP Amendment Historical Timeline
- EA/RMP Amendment Impact Analysis and Proposed Mitigation
- Discussion of Next Steps
- Comments & Questions

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## Environmental Documentation (Continued)

- An EA prepares a review of the potential environmental impacts, both positive and negative, associated with the proposed actions and the alternatives.
- The responsible FAA official uses the EA to meet the requirements of NEPA as the basis for recommending the issuance of a Finding of No Significant Impact (FONSI) or the preparation of an EIS.

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## Environmental Documentation

- The National Environmental Policy Act (NEPA) requires the preparation of an environmental document for any major federal action. Federal action is, generally, either an approval or funding of a proposed project.
- There are three kinds of NEPA documents; an Environmental Impact Statement (EIS), and Environmental Assessment (EA) or a Categorical Exclusion (CatEx). Each type is defined by FAA Orders—generally, the more potential impact a proposed project has, the greater detail and more involved the NEPA document. An EIS is the most detailed and a CatEx is the least.

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## Environmental Documentation (Continued)

- The EA compares alternatives and discloses mitigation measures for potential impacts to the public, agencies and the decision maker.
- Allows well informed decisions to be made.
- This is a unique EA in that it is serving as the NEPA decision document for both FAA and BLM as well as the BLM's Resource Management Plan (RMP) Amendment.

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## Environmental Consequences Considered

→ The Following Categories were Evaluated:

- Air Quality
- Coastal Resources
- Compatible Land Use
- Construction Impacts
- Department of Transportation Act Section 4(f)
- Farmlands
- Fish, Wildlife, and Plants
- Floodplains
- Hazardous Materials, Pollution Prevention and Solid Waste
- Historical, Architectural, Archeological and Cultural Resources
- Light Emission and Visual Impacts
- Natural Resources and Energy Supply
- Noise
- Secondary (Induced) Impacts
- Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks
- Water Quality
- Wetlands
- Wet and Scenic Views
- Other BLM Resource Categories

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## Proposed Project – As of Scoping Meetings in April of 2011

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## Environmental Assessment Process

- Project Initiation/Scoping Process
- Prepare Purpose and Need Chapter
- Prepare Alternatives Chapter
- Prepare Affected Environment Chapter
- Prepare Environmental Consequences Chapter
- Mitigation—If Necessary
- Public Meeting
- Submit to FAA and BLM

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## EA/RMP Amendment Historical Timeline

- Master Plan Update: Dec 2009
- MOU to prepare single EA document: Oct 2009
- Notice of Intent (NOI) to amend RMP: Jan 2011
- Scoping Meetings: Apr 2011
- Agreed upon Phase 2 scope: Jun 2011
- P/N and AIs complete: Nov 2011
- Delay for AIs analysis/coverage reduction: May 2012
- Boundary survey for transfer line: May 2012
- Preliminary Draft EA for Agency (FAA/BLM) review: Oct 2012
- SHPO and FWS consultation efforts: Feb 2013
- BLM IDT and State review of Preliminary Draft EA: Apr 2013

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## BLM's Role in the EA

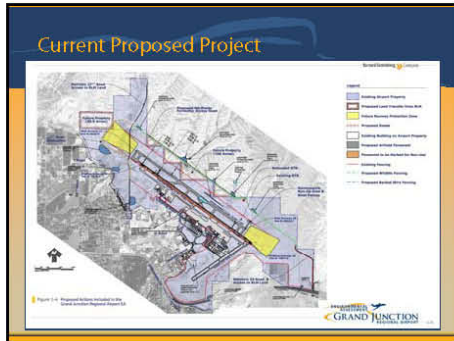
- Amend Resource Management Plan (RMP) to identify land for disposal
- Transfer Land
  - Both actions require an environmental review under NEPA
  - This EA will serve as the BLM's environmental review
  - BLM jointly participated in the scoping process
  - BLM and FAA will issue separate environmental findings

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## EA/RMP Amendment Remaining Project Schedule

- Release Draft EA: May 2013
- MOA for Historic Impact Mitigation: Complete
- MOA for Recreation Land Impact Mitigation: May 2013
- 30 day comment period on Draft EA/unsigned BLM FONSI and Draft RMP Amendment: Jun 2013
- Public Hearing: Jun 2013
- Respond to Comments and submit Final EA: Early Jul 2013
- Resolve protests: Aug/Sep 2013
- Signed FAA FONSI/Signed BLM decision Record/RMP Amendment (assuming no changes as a result of protest/governor's review): Sep 2013
- FAA Official Request to BLM for Transfer: Sept 2013
- DOJ Review of Land Trans Request: Sept 2013
- BLM Issues Patent for Land Transfer

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- ### Next Steps
- Public Hearing and Comment Period
  - Response to Comments
  - MOA for Staging Area/Parking Area
  - Publish Final EA
  - FAA Finding
  - BLM Finding
  - Requests for Land Transfer and ROW grant
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- ### Potential Environmental Impacts and Proposed Mitigation
- **Fish, Wildlife and Plants**
    - Potential impacts to endangered fish species due to water depletion to the Colorado River. Mitigated through BLM Programmatic Biological Assessment (PBA) and one time payment to the National Fish and Wildlife Foundation of \$5.02.
  - **Historic Resources**
    - Potential impact to historic railroad grade. Mitigated through Level 2 Photo documentation of railroad grade.
    - Signed MOA. Work to be completed soon.
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- ### Potential Environmental Impacts and Proposed Mitigation (Continued)
- **DOT Section 4(f)**
    - Potential impact to recreation land. Mitigated through by maintaining access to BLM land and constructing parking/staging areas.
    - Draft MOA being reviewed by FAA.
  - **Waters of the U.S.**
    - Potential impact to ephemeral drainages identified as jurisdictional Waters of the U.S. due to their connection to the Colorado River. Mitigated through nationwide permit from Corps of Engineers detailing construction practices such as vertical mulching and natural bottom culverts.
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