



Grand Junction Regional Airport Authority Board
Regular Board Meeting
Meeting Minutes
January 2, 2014

I. Call to Order

Mr. David Hibberd, Board Vice Chairman, called the meeting of the Grand Junction Regional Airport Authority Board to order at 5:17 PM on January 2, 2014 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Steve Wood, Chairman
David Hibberd, Vice Chairman
Sam Susuras
Tom Frishe
Rick Wagner
Paul Nelson

Airport Staff:

Amy Jordan, Interim Director of
Aviation/Clerk
Victoria Villa, Deputy Clerk
Gary Schroen
Kathie Lucas
Ben Peck

Other:

Ryan Chessmore, Fentress
Kelly Dunn, Fentress
Larry Kempton, Kempton Air Service
Brian Harrison, GJRAA
Robert Caskey, GJAUTA
Jerry McDonough, CAF
Guy Parker, Citizen
Drew Armstrong, Citizen
Wayne Clark, GJAUTA
Shannon Kinslow, TOIL
Deborah Gaul, Citizen
Bob Erbisch, Hangar Owner
Eddie Clements, Citizen
Mike Quinn, Jviation
Dennis Corsi, Armstrong
Sterling Hurst, EAA
David Hartman, ACI
Dave Krogman, WSA
Jim Grady, GJAUTA
Justin Pietz, Armstrong
Bill Marvel, GJAUTA
Marti Marvel, GJAUTA
Glenn McClelland, GJAUTA
Jason Hofman, BLM
Dale Beede, GJAUTA
Jeff Olson, West Star Aviation
TJ Jaeger, West Star Aviation
Dorothy Dalton, CAF
Bill Pitts, Citizen

Tom Ross, Citizen
Dan Thurlow, Citizen
George Euler, Cerretani Aviation
Carl Vostatek, GJAUTA
P. Thornburg, Networks Unlimited
Margaret Wood, Citizen
Cori Savageau, Sequent
Collin Fay, Top Flight Aero

II. Approval of Agenda

*Commissioner Wagner moved to approve the agenda. Commissioner Susuras seconded.
Voice vote: All Aye. The agenda was approved as distributed.*

III. Conflict Disclosures

Chairman Wood – Hangar Owner
Vice Chairman Hibberd – Hangar Owner
Commissioner Susuras – None
Commissioner Frishe – None
Commissioner Wagner – None
Commissioner Nelson – None

IV. Citizens Comments

Guy Parker, Board of Directors of GJAUTA

Mr. Parker requested for any information gained by the Special Litigation Committee and by the attorney hired by the Special Litigation Committee regarding the internal investigation be fully disclosed in writing to the public. Mr. Parker stated that a verbal summary is helpful but does not satisfy the public right to see work product which they have paid for and which they believe is subject to the open records law. Mr. Parker thanked the Board for their continued efforts to bring governance to the airport up to commonly acceptable standards.

V. Commissioner Comments

None.

VI. Consent Agenda

A. Minutes: December 3, 2013 Regular Board Meeting

Discussion: NONE

Commissioner Nelson moved to approve the consent agenda. Commissioner Frishe seconded. Voice Vote. All Ayes. The consent agenda was approved as distributed.

VII. Action Items

A. Election of 2014 Officers

Interim Director of Aviation, Amy Jordan briefed the Board on the annual election of officers. Ms. Jordan explained that article IV of the Airport Authority By-Laws requires that the Board elect new officers at the first meeting of each year. Ms. Jordan stated the officers that have been previously elected include; Chairman, Vice Chairman, Treasurer, Clerk and Deputy Clerk. Amy noted that the By-laws also allow for a Deputy Treasure.

Discussion:

Commissioner Wagner asked if the Board has to fill all the officer slots.

Commission Susuras stated that he would not think that they had to fill any of them if the Board decided to put it off the election for another date.

Commissioner Hibberd said that Airport counsel Mike Morgan looked up the by-laws and the Board cannot put it off.

Mr. Morgan stated that the Board cannot put off the election of the Chairman and Vice Chairman as it is specified in the by-laws that those have to be elected in January of every year. However it is silent as to when the other officers need to be elected

Commissioner Wagner said that he feels they have such a full agenda he would rather not. Mr. Wagner stated that with the number of people they have it is just going to be another assignment rather than election on some of the positions.

Commissioner Steve Wood suggested Victoria as Clerk, unless Amy can be Clerk and Victoria can be Deputy Clerk. Mr. Wood asked if Amy or Victoria had a preference.

Interim Director of Aviation, Amy Jordan stated that there were no preferences. Mr. Jordan said that as the acting Director of Aviation she would prefer not to do minutes and to have Victoria do that in the interim.

Commissioner Wagner made a motion to take nominations for Treasurer, Clerk and Deputy Clerk and if there's consensus, that those appointments be made in one motion. Commissioner Frishe Seconded. Voice Vote. All Ayes.

Commissioner Wood made a motion to elect Amy Jordan as Treasurer and as Clerk and Victoria Villa as Deputy Clerk. Commissioner Nelson Seconded. Voice Vote. All Ayes. Motion Carries.

Commissioner Wagner moved to open nominations for Chair of the Airport Authority. Commissioner Frishe nominated Steve Wood as Chairman. Commissioner Nelson Seconded the nomination. Voice vote. All Ayes. Motion Carries

Commissioner Susuras moved to appoint Dave Hibberd as Vice Chairman. Commissioner Wagner Seconded. Voice Vote. All Ayes. Motion Carries.

Chairman Wood made a main motion to proceed with Financial Statements Presented by Gary Schroen

B. Financial Statements: October 2013

Deputy Director of Finance/Business, Gary Schroen said the Financial Statements Were discussed a couple of weeks ago at the workshop.

Discussion:

Commissioner Nelson asked Mr. Schroen if there was anything that is way high or or way low that he would like to call attention to.

Mr. Schroen stated that all of the numbers are in line with the budget and Everything is working out as anticipated.

Commissioner Wagner asked Mr. Schroen if there were any substantial changes in the line items that were discussed at the November meeting that Mr. Schroen would like to bring to the Boards attention.

Mr. Schroen stated that for 2014 budget they had contingency for 50,000.00, and he is concerned that the investigation may exceed that amount for 2014 budget.

Commissioner Wagner asked Mr. Schroen what the status was, within the budget, for the Airport Authority's contingency fund and what salary savings have they had from open positions over the last year in the 2013 budget.

Mr. Schroen stated that Mr. Wagner is talking about 2013 salaries but he thought They were discussing 2014 contingency budget.

Commissioner Wagner asked what happens to the money from 2013 they didn't spend.

Mr. Schroen said that it is budgeted within that year so once the year ends, the budget ends and a brand new budget starts.

Commissioner Wagner asked Mr. Schroen if they had carry-over savings from open positions. Mr. Wagner then asked what happens to the money if they don't spend it.

Mr. Schroen stated that when the year ends the budget stops so it's within the year there is no budget carry-over from year to year.

Commissioner Susuras asked if it was correct that the budget is money that is anticipated on being there, it doesn't mean the cash is there until it is collected and put in, then the budget is shut off at the end of 2013 and begin 2014

Mr. Schroen stated that that was correct and any underrunning salaries accrued in 2013 relative to the 2013 budget, as of December 31st that stops and on January 1st begins a brand new budget and start accruing brand new salaries.

Commissioner Sussuras commented that he would like the board to consider, with with no reflection on their attorney or Mr. Taylor, all legal bills be submitted to the board, in detail, for the Board to approve before they are paid.

Commissioner Wagner stated that he had an itemized copy of the billing and Would give it to the chair.

Chairman Wood, stated they were a little out of order and that the issue before the Board at the moment was to approve or not approve the October 2013 financial statements but can be added to the end of the Actions and make it a separate action.

Commissioner Susuras made a motion to approve the Financial Statements for October 2013. Commissioner Nelson Seconded. Voice vote. All Ayes. Motion carries.

C. Resolution 2014-001: 2014 Posting the Notices of Meetings

Interim Director of Aviation, Amy Jordan briefed the board on the requirement of the Colorado Revise Statute. The requirement is for the Board to pass a resolution at the first meeting of the year, notifying where the meetings of this entity will be posted. Ms. Jordan stated that the last motion was to provide a posting board at the terminal building outside of the security office. Ms. Jordan said that they do post the notices for the meetings on that board. Ms. Jordan stated that she does send the agenda to the City Council for them to post and it is also posted at the county court house and posted on the Airport's website. Ms. Jordan stated that they must

provide one location as their primary location.

Discussion:

Commissioner Wagner asked the public if the posting place is sufficient.

Mr. Clark requested that it be published in the paper.

Mr. Parker stated that Ms. Jordan sends the notifications to him via e-mail but is wondering if there could be a public place on the website to get onto her e-mail list.

Chairman Wood asked Ms. Jordan if the agendas are posted on the Airport website.

Ms. Jordan stated that they are posted on the Airport's website as well as the board packets that are sent to the Board.

Chairman Wood asked Mr. Parker if that was sufficient.

Mr. Parker asked for those who are not on Amy's list, how do they get on that list.

Ms. Jordan said that they could e-mail her or they could put in place some sort of subscription list to go on a subscribe it would just take a little bit of work on the Airport's side to implement that.

Commissioner Wagner stated that if someone is sending an e-mail, they are on the internet so they should be able to just go to the Airport's website and look at it.

Mr. Erbish suggested to make it a requirement for it to be posted on the website.

Ms. Jordan stated the by-laws do require it to be posted in three place in the county so it is a requirement for it to be posted at the City, the County Courthouse and the website.

Attorney Mike Morgan stated that the state law requires them to have the subscription list and Amy does maintain that and she does send e-mails out to people that have requested to be put on the list. Mr. Morgan stated that is not subject to debate.

Commissioner Frishe stated that he has no issues to it being posted in the news paper.

Commissioner Susuras said that he would like to see the fiscal impact on doing so.

Ms. Jordan stated that she does not have that answer and would have to look into it.

Commissioner Wagner made a motion to approve Resolution 2014-001: Posting of Notices of Meetings, as written and that they have taken under advisement to consider printing the notice for meetings in the paper. Commissioner Frishe seconded. Roll call vote. Commissioner Nelson, Aye; Commissioner Wood, Aye; Commissioner Hibberd, Aye; Commissioner Wagner, Aye; Commissioner Susuras, Aye; Commissioner Frishe, Aye. Motion carries.

D. Resolution No. 2014-002: Resolution of the Board of Commissioners Regarding Authority to Execute Standardized Agreements for the Grand Junction Regional Airport Authority.

Deputy Director of Finance/Business, Gary Schroen briefed the Board on standardized agreements. Mr. Schroen stated that the Airport has about thirteen standard agreements and leases that had been reviewed by Airport Attorney, Mike Morgan and have been approved by the Board in prior meetings. Every year the Director of Aviation has been allowed to sign these standardized agreements as they come up rather than present them to the board every time. If one of the parties in the contract wishes to change that then Mr. Morgan reviews it and is presented to the Board for approval because it is a non-standard agreement at that point. Mr. Schroen stated that they are asking permission to the Director of Aviation sign these standardized agreements.

Discussion:

Commissioner Nelson asked Mr. Schroen how much change, in a document, it takes to have to have a formal hearing on it.

Mr. Schroen stated if it substantially changes the contract then it would be presented to the board.

Mr. Morgan commented that there will be changes to all contracts in terms of the name of the lessee and the rate which will be in accordance with Airport fees and charges policy and inserting the actual year. Mr. Morgan stated that the standard fill-in-the-blank types of changes are made in all contracts, but anything other than that will go before the Board.

Commissioner Nelson said he is in complete agreement of allowing this and not making a federal case out of every lease.

Mr. Schroen stated that the most significant change would probably be the recitals but that just state the facts.

Commissioner Susuras made a motion to adopt Resolution No. 2014-002: Resolution of the Board of Commissioners Regarding Authority to Execute Standardized Agreements for the Grand Junction Regional Airport Authority. Commissioner

Nelson seconded. Roll call vote. Commissioner Frishe, Aye; Commissioner Susuras, Aye; Commissioner Wagner, Aye; Commissioner Hibberd, Aye; Commissioner Wood, Aye; Commissioner Nelson, Aye. Motion carries.

E. Resolution No. 2014-003: Resolution Concerning Execution of Documents Pertaining to Bank Accounts.

Deputy Director of Finance/Business, Gary Schroen briefed the Board on Resolution No. 2014-003. Mr. Schroen stated that it's about the same as the one the Board approved on December 3rd, however there were a few changes staff wanted to request. Mr. Schroen stated that any checks less than \$500.00 requires one signature by Airport staff and any check \$500.00 or greater requires one signature by the Board, either Chair or Vice Chair, and one signature by an Airport staff member. Mr. Schroen said that that has worked great for accounts payable; however, they have run into numerous problems with payroll because almost every ACH for direct deposit is over \$500.00. Mr. Schroen stated that they have tried to do a manual work around but it has been extremely cumbersome trying to get this up and running because they have had to contact board members on ski slopes trying to get them to approve payroll and that is not something you miss. Mr. Schroen said that they have had great difficulty not only with direct deposits for employee checks but also payroll related checks such a federal and state withholdings which are over \$500.00. Mr. Schroen requested for an exception for payroll and payroll related disbursements.

Discussion:

Chairman Wood asked how the handout they received at the meeting differ from the one in the board packet.

Mr. Schroen stated that there is a second change he is requesting. Mr. Schroen said that they have two primary bank accounts, one is for disbursements and the floor is \$250,000.00 and the ceiling \$50,000. Mr. Schroen said that that bank account earns zero interest so they keep most of their money in another bank account that does earn interest but he needs that capability to transfer money back and forth to cover outstanding checks. Mr. Schroen said that he would like change made so it allows him or the Accounting Specialist III to make those changes, there is no disbursements out of the bank accounts just between bank accounts. Mr. Schroen stated that that is the change between what was in the packet and was handed out to the Board.

Commissioner Susuras asked if Amy Jordan's name was being left off of the document deliberately.

Mr. Schroen stated that the reason Ms. Jordan's name was left off is because she needs to continue doing payroll and they didn't want Ms. Jordan to approve her own payroll.

Mr. Susuras clarified that Ms. Jordan would not be signing any checks.

Mr. Schroen stated that that was correct.

Commissioner Wagner asked if it was correct that the only inconvenience is with payroll for getting the signatures for \$500.00 or greater.

Mr. Schroen stated that that was correct.

Commissioner Wagner asked, in regards to transferring between existing accounts, if all transfers were accomplished through a written instrument rather than verbally.

Mr. Schroen said that they have online banking so they go online and do it there.

Commissioner Wagner asked if some sort of document is generated to show those transfers.

Mr. Schroen stated that on bank statements it shows money going out of one account and into another account.

Commissioner Wagner asked how many people have authorization to do that.

Mr. Schroen stated that there are two people with authorization, himself and his direct report.

Commissioner Wagner said that he does not have an issue with any of it, with the understanding of the payroll distribution and as long as there is an appropriate document to follow all transfers between accounts he does not have an objection to it.

Mr. Schroen stated that there is appropriate documentation.

Commissioner Susuras stated that the Chairman's and Vice Chairman's names would have to be added to the document and he would not have a problem with it either.

Commissioner Frishe asked what kind of written document.

Commissioner Wagner replied and stated the bank statements that show the date and time of the transfer and who made the transfer. Commissioner Wagner asked if log ins to the bank account were shared.

Mr. Schroen stated that they log in with separate log ins.

Attorney Mike Morgan said that promissory notes were also in this document and they don't happen very often but the Authority's procedure for that is to designate another commissioner to sign those instruments so that name would have to be filled in on this document as well.

Mr. Schroen stated that that was correct.

Mr. Morgan stated that the board needed to designate an additional commissioner who would be authorized to sign promissory notes.

Commissioner Nelson and Commissioner Susuras volunteered to be appointed to sign promissory notes.

Mr. Schroen stated that they are really rare and the only one that might come up this year is the West Star paint hangar.

Commissioner Wagner stated that he thinks it wouldn't hurt to appoint a backup just in case one is out of town or unable to do it.

Commissioner Wagner stated that there is a TBD piece. Mr. Wagner asked if it was correct that Ms. Jordan would be authorized just not on paychecks.

Ms. Jordan stated that she would not be authorized for paychecks but she wasn't sure if it would be a conflict to be a signatory at all.

Chairman Wood stated that as it is written now she would not be a signatory at all and the reason it was labeled "TBD" was because they don't want the conflict with her signing paychecks.

Commissioner Nelson stated that typically the Director of Aviation and the person doing payroll are two different people and right now it is one.

Commissioner Susuras stated that Ms. Jordan could be authorized to sign checks except payroll.

Chairman Wood asked if it would be an inconvenience if this remains "TBD".

Ms. Jordan stated that it is not an inconvenience because Kathie and Ben can sign and typically one or the other is around.

Commissioner Wagner moved to adopt Resolution 2014-003: Resolution Concerning Execution of Documents Pertaining to Bank Accounts. Commissioner Susuras seconded. Roll call vote. Commissioner Nelson, Aye; Commissioner Wood, Aye; Commissioner Hibberd, Aye; Commissioner Wagner, Aye; Commissioner Susuras, Aye; Commissioner Frishe, Aye. Motion carries.

F. Resolution 2014-004: 2014 Fees and Charges

Deputy Director of Finance/Business briefed the Board on 2014 fees and charges. Mr. Schroen stated that this was discussed at the last work shop. Mr. Schroen stated that he went back and tried to identify the impact to some of them, for instance, the terminal exclusive rent space from \$30.00 to \$30.30, there is a 2000.00 dollar revenue impact in increase; Terminal shared space from \$27.00 to \$27.27, which are increases based on CPI, and that had an \$8,000.00 revenue increase; Signatory landing fees from \$1.60 to \$1.70 per thousand pounds translates into \$32,000.00 annually; Non-signatory land fees from \$3.60 to \$3.80 translate roughly to \$1000.00; Terminal parking from \$8.00 to \$9.00 translates to \$148,000.00 annually; then the change to the leases based on CPI is roughly \$1000.00 but that doesn't include the \$.20 because he is not sure what tenants will sign up for that.

Discussion:

Commissioner Wagner asked if these were figures that they have discussed at prior meetings

Chairman Wood confirmed that that was correct

Commissioner Nelson made a motion to adopt Resolution 2014-004: 2014 Fees and Charges. Commissioner Susuras seconded. Roll call vote. Commissioner Frishe, Aye; Commissioner Susuras, Aye; Commissioner Wagner, Aye; Commissioner Hibberd, Aye; Commissioner Wood, Aye; Commissioner Nelson, Aye. Motion carries.

G. Engineering Services Base Contract

Chairman Steve Wood briefed the Board on engineering services base contract. Mr. Wood stated that at the last meeting it was voted to proceed with Armstrong Consultants as the engineering company for the next five year period and based based on the boards approval they would negotiate a base contract.

Discussion:

Commissioner Frishe stated that this was a basic contract that they don't spend any money but just utilize this engineering firm for the items listed.

Chairman Wood stated that is was not an exclusive contract; they would have the freedom to have another or multiple engineering services. Chairman Wood said that the adoption on this base contract would be subject to FAA approval of the contract.

Commissioner Nelson thanked those who worked on this because based on how it is constructed; it took a lot of time.

Commissioner Wagner moved to adopt the Engineering Services Base Contract. Commissioner Hibberd seconded. Voice vote. All Ayes. Motion carries.

H. Legal Billings

Commissioner Susuras stated that he would like the Board to consider that all legal billings be itemized and come before the Board to approve before they are paid.

Commissioner Wagner agreed that that was a good idea.

Commissioner Susuras made a motion that all invoices for all legal services be reviewed and approved by the board prior to payment. Commissioner Wagner seconded. Voice Vote. All Ayes. Motion carries.

VIII. Discussion Items

A. Capital Improvement Plan and recent FAA Meeting Update

Interim Director of Aviation, Amy Jordan briefed the board on the capital improvement plan and recent FAA meeting. Ms. Jordan stated that they meet with the FAA and the Colorado Department of Transportation Division of Aeronautics office on December 20th and it was a good meeting. Ms. Jordan gave the highlights of the meeting. Ms. Jordan said that at the meeting they gave a briefing about the investigation and there were not a lot of questions to that briefing but they appreciated it. Ms. Jordan said that one of the questions the Airport representatives asked was if there was anything they would like to see from the Airport. Ms. Jordan said they didn't comment on any additional measures they wanted from the Airport. Ms. Jordan said that they did re-conduct an internal risk analysis and the Grand Junction Regional Airport was moved from a "nominal" risk level to a "moderate" risk level and what that means is when the Airport submits paperwork to draw federal money for projects the Airport will have to submit additional paperwork but they believe they are already submitting that paperwork. Ms. Jordan said they also talked about the Capital Improvement Plan and the project the Airport has slated for 2014. Ms. Jordan said that the FAA indicated that they are going to pull back on discretionary funds for at least a year but they did say the Airport would still receive their entitlement funds. Ms. Jordan said the only project that is eligible for entitlement funds is the Air Carrier Apron Design project and no federal grant application has been submitted for that project but staff is still working to get a grasp on that project. Ms. Jordan stated that in December they did submit a grant application for the Master Plan update that would have been funded through entitlement funds and the FAA informed them that Airport will not be receiving that grant not because of the investigation directly but

because Grand Junction has received over \$900,000.000 in planning grants since 2000 which is about three times more than an Airport this size would receive and they could not justify it. Ms. Jordan stated that it was discussed for the Airport to roll over entitlement funds for projects next year or they can be traded with another airport in 2014 and get it back in 2015 from their entitlement funds. Ms. Jordan stated they discussed the Runway 11/29 Project and the FAA is in full support of this project, however, they would like additional geo-technical surveys completed to get a better understanding of the integrity of the pavements on the current runway and the condition of the base layers. Ms. Jordan said that the FAA has concerns with gradients of the runway being out of compliance. Ms. Jordan stated that the FAA noted the last overlay of the runway was completed in 2008 which is good for approximately ten years. Ms. Jordan also briefed the Board on Terminal Phase 1 Administration Building project. Ms. Jordan stated that the airport has been awarded a federal grant for that project for just over 3.6 million dollars and there is additional state funding of approximately 1.8 million dollars. Ms. Jordan said the FAA and the State indicated they had no issues with the project and the paperwork has been submitted and is complete but no draws have been made on the grants. Ms. Jordan stated that the FAA was presented with floor plans and an exercise was done with them to identify eligible and ineligible spaces because the FAA has spaces that they will pay for and space they won't pay for. Ms. Jordan stated that they have looked over the floor plans and that the architects were present to go over more in depth of the floor plans with the Board. Ms. Jordan said that the FAA said they are ok with their portion of this project being approximately 69% of the total project cost and indicated that there was no need to separately account for eligible and ineligible space. Ms. Jordan stated that the FAA did say if there were changes to the floor plan then that portion might be adjusted.

Discussion:

Chairman Steve Wood asked how many risk levels there were.

Ms. Jordan said she knew there was “nominal” and “moderate”.

Mr. Morgan stated that there is also “elevated”. Mr. Morgan also said no airport is on elevated level.

Ms. Jordan said that they did indicate that the Airport could request them to reassess the Airport when appropriate.

Commissioner Wagner asked if all the money that was received was for the Master Plan.

Ms. Jordan said no, they have done a variety planning projects since 2000.

Commissioner Susuras asked what Ms. Jordan's overall assessment was in the FAA's support for operations now.

Ms. Jordan stated that she feels they are very supportive and they offered to come out and meet with the board.

Commissioner Hibberd said the FAA is very supportive and they would be willing to come do a workshop with the board and get them up to speed on why they are moving forward the way they are and the issues and future of the runway.

Commissioner Wagner asked when they would be available to do that.

Mr. Jordan said that they indicated they are very open and flexible and would even be available in January.

Commissioner Susuras asked Ms. Jordan when she anticipated on making the first draw.

Mr. Schroen stated that they have paid roughly \$700,000.00 out of general funds.

Commissioner Susuras when they would be applying for that first draw.

Ms. Jordan stated probably after they got some direction from the Board in moving forward and if the names on the spaces are changed then they would need to be re-submitted to the FAA and look at the grants and see if the amount have changed.

Commissioner Susuras asked if they were recommending changes.

Ms. Jordan stated, "Yes".

Chairman Wood commented that this may be laid on the table and go back if need be.

B. Terminal Phase I (Administration Building) Update

Project manager, Kelly Dunn and Ryan Chessmore from Fentress Architects presented slides on the big screen regarding the Terminal Phase I project.

Ms. Dunn stated that as of last month the building has begun construction

Discussion:

Ms. Jordan stated that staff wanted to go over the floor plans that were submitted to the FAA and rename some spaces with the Board. Ms. Jordan said that the staff feels that some of the labels on the spaces are inappropriate and would like to change them. Ms. Jordan walked through those changes. Those changes consist of, removing baggage screening from the basement and identify the basement as equipment storage for equipment such as SRE equipment and landside/airside equipment. On the next level Ms. Jordan stated they would like to remove the word "workshop" and leave it as "available office space" for possibility of leasing out the space to future tenants.

On the upper level Ms. Jordan stated that they would like to change an office space labeled “duty officer”, Ms. Jordan said the Airport does not have a duty officer nor can she find a definition of a duty officer.

Commissioner Wagner asked if the diagrams presented were the original diagrams created/presented by Fentress.

Mr. Chessmore stated that those were the original diagrams created in concert with Mark Miller at the FAA. Ms. Chessmore said that Fentress supplied Mr. Miller with floor plans to help him in his analysis of what would be eligible and ineligible and Fentress helped create a graphical presentation.

Commissioner Wagner asked Mr. Chessmore where he had received the description of the building and the uses of the spaces.

Mr. Chessmore stated that they had original names on the locations that are on the plans and the former Director of Aviation directed them to change the names for clarification of the uses of those spaces for the FAA

Chairman Wood asked to point out which ones were changed.

Mr. Chessmore stated that on the basement level “baggage screening” was added, On the ground level “workshop” was added and on the upper level was clarifications of the security areas previously they were just labeled as the functions for instance “security finger printing was just labeled “finger printing” so “security” was added for clarification and for the break room the addition of “day room” was added to the title.

Commissioner Wagner asked who gave the initial description of square footage, location and purposing.

Mr. Chessmore stated he received the information for the former Director of Aviation.

Commissioner Wagner asked who made the subsequent changes.

Mr. Chessmore stated there have been no changes as of yet.

Commissioner Wagner asked after examination by the Interim Director of Aviation and staff if he felt there was a change.

Mr. Chessmore stated there could be changes needed.

Chairman Wood commented that there have been no changes made yet

Commissioner Susuras asked if changes would lead to more exclusion.

Mr. Chessmore stated that that is the anticipation

Commissioner Susuras asked if that would be less funding from the FAA.

Mr. Chessmore stated that was a possibility.

Chairman Wood asked if someone could speak as to why another ARFF bay is needed.

Deputy Director of Facilities Ben Peck stated that previously at the terminal the built stairs as a rapid way to get to the fire truck when someone in the administration would cover for ARFF. Mr. Peck stated that the FAA allows a three minute response time from the sound of the alarm. Mr. Peck stated they were able to do that in the other building so in this design they put a bay to put a truck in there so ARFF personnel can respond.

Commissioner Frishe asked if there was outside access to the space they could possibly lease out to tenants.

Ms. Jordan said there is access through the lobby.

Commissioner Frishe if this bay allows for a better response time.

Deputy Director of Operations stated that is any shifting of the runway to the west would allow a better response time since the bay would be a straight shot out as appose to now.

Chairman Wood commented that the effect of this change visually might be a 25% reduction in the portion of the building.

Ms. Jordan stated that they would like to make these changes and re-submit it to the FAA and find out what the impact is.

C. Security Solutions Update

Chairman Steve Wood briefed the Board on Security Solutions. Mr. Wood stated There has been no work with the staff in developing an RFP yet and the ASP amendment has been sent to the subject matter expert in Denver, and due to the holidays they have not heard anything yet.

Discussion:
None.

D. Special Litigation Committee Update and Discussion of Preliminary Recommendations.

Commissioner Wagner briefed the board on a litigation update. Mr. Wagner stated that he feels that it is important to share as much as possible with public. Mr. Wagner stated that they have had as best of cooperation as they possibly can get by the federal authorities and they have not been antagonistic. Mr. Wagner stated that they are also now involved in a civil litigation which is not uncommon for governmental entities. Mr. Wagner said that Mr. Bill Taylor and Ms. Quimby have reported initial findings to the Special Litigation Committee. Mr. Wagner stated they will be providing a more complete briefing around the parameters of the Attorney-client privilege due to some of the findings are of the nature that cannot be released to the public because it may influence the federal investigation in a way they do not wish to do. Mr. Wagner said that they still have a number of avenues to pursue based on the preliminary findings. Mr. Wagner said that may have identified several areas that may have raised concern to the federal authorities. Mr. Wagner said that the Grand Junction Regional Airport has an opportunity to move forward and not to just “patch” or “Band-Aid” the things that have occurred and to re-invent organizational structure and to re-create an even better airport. Mr. Wagner stated if the Board approves it they are going to put out a request for bid for an accounting firm to conduct forensic accounting to determine what exactly has happened. Mr. Wagner stated that they have determined initially they know where everything is at but it is one thing to say and is another thing to prove it and to approve it is to have an outside group examine it and give a clean bill of health. Mr. Wagner said they will be discussing if they need separate counsel for the civil litigation. Mr. Wagner said there have been a number of interviews conducted for the investigation and he is very satisfied with the level of inquiry. Mr. Wagner said they have produced and submitted substantial evidence and they anticipate more evidence. Mr. Wagner said this has to be discussed in executive session because of the evidence supplied to the federal authorities for use in a Grand Jury presentation and until the Grand Jury makes a decision on how they wish to precede it needs to be kept as non-public documents and non-public statements. Mr. Wagner stated the actions that the Board has taken have not been predicated on the investigation conducted by the special litigation committee. Mr. Wagner stated that they would like to see public confidence in the facility and in the employees and to make sure employees are seen by the public as being loyal and honest and straight forward public servants, part of the investigation is to see that this happens.

Discussion:
None.

E. IT Services RFP

Interim Director of Aviation Amy Jordan briefed the Board on IT services. Ms. Jordan stated that staff received direction to draft a request for proposal for managed IT services and support. Ms. Jordan stated that the staff discovered they don't have a contract for these services and they feel that due to the annual amount spent on the service it is prudent to go out for selection for it. Ms. Jordan said that she and Mr. Ben Peck have created a draft for it. Ms. Jordan stated they a looking for Board comments and permission to advertise the RFP. Ms. Jordan said that approximately

\$70 to \$100,000.00 is spent annually on this service. Ms. Jordan said staff would appreciate a committee appointed for selection if approved.

Discussion:

Commissioner Wagner asked what the RFP process for advertising.

Ms. Jordan stated that they advertise in the paper and depending on what they are going out for service for they would advertise it in a particular trade publication or via a website depending on what it is.

Commissioner Wood asked if they knew the amount for budgeted for IT services.

Mr. Schroen stated he couldn't remember off hand but it's probably around \$180 to \$200,000.00

Ms. Jordan stated that services were averaging between \$70 and \$100,000.00.

Mr. Peck elaborated and stated that the current company does monitor 24/7 the variety of networks as well as security components such as switches for the variety of gates at the airport.

Ms. Jordan stated that the current company owns the Airport phone numbers and phones.

Chairman Wood asked if there is anything different in the RFP from the current service they've been using.

Ms. Jordan stated they are not asking for anything more just to maintain the level of service they receive now.

Commissioner Wood called for a short term committee.

Commissioner Susuras volunteered.

Commissioner Frishe volunteered.

Commissioner Nelson moved to allow Commissioner Susuras and Commissioner Frishe to work with staff to proceed with advertising the IT Services RFP once it is to their satisfaction. Commissioner Hibberd seconded. Voice vote. All Ayes. Motion carries.

F. West Star Aviation Expansion Project

Deputy Director of operations, Kathie Lucas briefed the Board on the West Star Aviation Expansion Project. Ms. Lucas stated that the 7460 for the hangar and the crane have been submitted to the FAA and have been approved and are ready to move forward. Ms. Lucas stated that West Star has asked her to move forward in submitting a temporary ASP amendment to TSA for the hangar for the construction security program part of it. Ms. Lucas said she met with TSA and did that and TSA has approved it. Ms. Lucas said that depending on construction there could possibly be lease agreement changing the land from the current lease holder to West Star during the construction period.

Discussion:

Mr. Morgan stated that prior to events on November 6th he was working with West Stars counsel and were very close to final terms on purchase and sale agreement. Mr. Morgan said this was not put on hold intentionally.

General Manager of West Star Aviation Dave Krogman, addressed the Board and said West Star is still interested in working with the Airport at whatever point that is

possible and wanted to clear it up from what the media has said.

IX. Recess into Executive Session

Commissioner Hibberd made a motion to adjourn into executive session to confer with the Authority's legal counsel for the purpose of receiving legal advise relating to pending litigation against the Authority, related insurance coverage and 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.). Commissioner Susuras seconded. Voice vote. All Ayes.

The Board Adjourned into Executive Session at 7:50pm

The Board reconvened into regular session at 10:40pm

Commissioner Hibberd left the meeting.

X. Action Items

A. Phase II Internal Investigation

Discussion:

Commissioner Wagner suggested for phase II not to exceed \$25,000.00

Commissioner Susuras wanted to know how my much/ how long the investigation is going to continue

Commissioner Wagner stated that with better and more updates he does see an end.

Commissioner Susuras asked if they could end it at any time

Chairman Wood stated they could end it at any time.

Mr. Bill taylor stated that he will be clearing all work through the Special Litigation Committee and the full Board if necessary.

Commissioner Wagner moved to engage Bill Taylor for phase II of the internal investigation subject to guidance by special litigation committee with periodic reports to the full Board and to not exceed \$25,000.00. Commissioner Frishe seconded. Voice Vote. All Ayes.

B. Interim Vice Chairman

Chairman Wood stated that Vice Chairman Hibberd would be out for a month and would like another committee member to be on the Special Litigation Committee in Mr. Hibberds absence.

Commissioner Nelson volunteered.

Chairman Wood appointed Paul Nelson as interim.

C. Forensic Audit

Chairman Wood stated that he would like staff to put together an RFP for forensic audit.

Commissioner Wagner made a motion for the Board to designate the Special Litigation Committee to work with the Airport Attorney and staff to develop and advertise RFP for a full report back to the Board no later than the February 18th meeting. Commissioner Nelson seconded. Voice vote. All Ayes.

D. Workshop date

Chairman Wood stated he would like a workshop in January.

The Board agreed

Commissioner Wagner stated that Mr. Denny Granum resigned from the Board effective “yesterday”. Mr. Wagner said that Mr. Granum was a long time Board member and his knowledge and input will be missed

Commissioner Susuras made a motion to adjourn the regular session meeting. Commissioner Nelson seconded. Voice vote. All Ayes.

Steve Wood, Board Chairman

ATTEST:

Amy Jordan, Clerk to the Board