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**Grand Junction Regional Airport Authority Board**  
**Special Board Meeting and Workshop**  
Meeting Minutes  
March 4, 2014

**I. Call to Order**

Mr. Steve Wood, Board Chairman, called the Special Meeting of the Grand Junction Regional Airport Authority Board to order at 5:14 PM on March 4, 2014 in Grand Junction, Colorado and in the County of Mesa.

**Present:**

*Commissioners Present:*

Steve Wood, Chairman  
Tom Frishe  
Rick Wagner  
Paul Nelson  
Rick Langley

*Airport Staff:*

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

*Other:*

Marc Miller, FAA  
Chris Schaffer, FAA  
Patricia Sliter, Armstrong Consultants  
Rich Sliter, Citizen  
Collin & Marisa Fay, Top Flight  
Bill Marvel, GJAUTA  
Mike Quinn, Aviation  
Guy Parker, GJAUTA  
Shannon Kinslow, TOIL  
Dennis Corsi, Armstrong  
David Hartman, Armstrong  
Justin Pietz, Armstrong  
Drew Armstrong, C1A COA  
Dan Thurlow, Citizen  
Dave Frankel, Citizen

## **II. Approval of Agenda**

*Commissioner Frishe made a motion to approve the revised agenda. Commissioner Nelson seconded. Voice vote: All Aye. The agenda was approved as distributed.*

## **III. Conflict Disclosures**

Chairman Wood - Hangar Owner

Commissioner Frishe - None

Commissioner Wagner - None

Commissioner Nelson - None

Commissioner Langley - None

## **IV. Commissioner Comments**

Chairman Wood commented that the Board is very thankful to have FAA, State and Engineering representatives present.

## **V. Citizen Comments.**

None.

## **VI. Action Items**

### **A. Revised Banking Resolution**

Director of Finance Gary Schroen briefed that Board on the revised banking resolution. Mr. Schroen stated that on January 2, 2014 the Board approved who could sign for checks for the airport and subsequent to that Dave Hibberd, who was one of the co-signers on checks over \$500, has resigned and replaced by Commissioner Tom Frishe. Mr. Schroen said that the banking resolution adds Mr. Frishe as a co-signer for airport checks. Mr. Schroen said that the resolution that was passed on January 2<sup>nd</sup> included a provision that restricted who could make deposits into airport bank accounts but is not useful due to airlines and Subway employees making deposits on a daily bases so that paragraph has been revised to allow anyone to make deposits into airport bank accounts along with minor changes made by Airport Attorney Mike Morgan.

Discussion:

Commissioner Wagner if the \$500 limit has been working out.

Mr. Schroen stated that Chairman Wood has gone to the airport every week to sign so it has been working out fine.

*Commissioner Nelson moved to approve the Revised Banking Resolution. Commissioner Wagner seconded. Roll call vote. Commissioner Frishe, Aye; Commissioner Wagner, Aye; Chairman Wood, Aye; Commissioner Nelson, Aye; Commissioner Langley, Aye.*

## **B. ProDIGIQ Pay Request for FIDS System**

Interim Director of Aviation Amy Jordan briefed the Board. Ms. Jordan said that ProDIGIQ provides flight information display system services in the terminal and on the website. Ms. Jordan stated that in 2012 there was an agreement signed with ProDIGIQ for a period of eight (8) years to provide the service. Ms. Jordan said that it has so far been a great service and has not received any complaints. Ms. Jordan stated that the payment request is for \$10,800 for one (1) year.

Discussion:

Chairman Wood asked if this was only a service and asked if they provide any hardware.

Ms. Jordan said that they only provide the boxes that process the data.

Commissioner Nelson asked what the source of the information is.

Ms. Jordan stated that there are multiple sources such as the FAA and the airlines.

Commissioner Wagner stated that in billing this he would like it sent to a different department other than the Director of Aviation such as a finance manager or someone of the sort.

Commissioner Langley asked if the price stays the same through the entire agreement.

Ms. Jordan said that in the agreement the price is fixed.

*Commissioner Frishe made a motion to approve payment to ProDIGIQ. Commissioner Nelson seconded. Voice Vote. All Ayes.*

## **C. Fentress Architects Pay Request: December 2013**

Interim Director of Aviation Amy Jordan briefed that Board. Ms. Jordan stated that on January 14, 2014 Kelly Dunn with Fentress Architects did a presentation for the Board and one of the items that were discussed was that the airport currently does not have a construction administration contract with Fentress for the construction administrative services that they have and will continue to provide for the airport. Ms. Jordan stated that a contract is being drafted and will hopefully be ready for the Board's review at the March 18<sup>th</sup> meeting. Ms. Jordan said that an invoice has been received from Fentress and is over the \$10,000 threshold. The invoice is for \$18,499.

Discussion:

Commissioner Wagner said that he is a little concerned about the overlap in scope of work. Mr. Wagner stated that the scope of work for each vendor needs to be looked at to make sure the airport is not paying for some services twice. Mr. Wagner said that he is still unclear as to what Aviation is supervising and what Fentress is supervising.

Mike Quinn from Jviation stated that he has been on site since the project started and his duties include making sure the contractor is fulfilling their obligation contractually, materials, review testing results, making sure all submittals are following AIP requirements, and handling any issues that may arise such as investigating where water came from that was in the basement recently.

Commissioner Wagner stated that some of those things are what Fentress said that they were supervising. Mr. Wagner asked Mr. Quinn what he sees Fentress doing.

Mr. Quinn said that Fentress is taking more responsibility in the architectural portion of the project.

Commissioner Wagner said he would still like to know about the scope of work.

Commissioner Langley asked what the delay was in the timing of getting a contract put together for the project management services.

Ms. Jordan stated that a letter was sent that was sent to the previous Director in September for Fentress to perform these services then the previous Director made a request that Fentress include Jviation in those services so there was another letter sent to him in October and it was just never executed.

Commissioner Wagner asked if it was ever said why the previous Director requested for Fentress to include Jviation.

Ms. Jordan said no.

*Commissioner Nelson made a motion to pay Fentress in the amount of \$18,499 for work completed according to the information that has been provided. Commissioner Langley seconded. Voice Vote. All Ayes.*

#### **D. Finance & Audit Committee: Recommendation for 2013 Audit**

Commissioner Langley briefed the Board and stated that the committee met and reviewed the three proposals that they received. Mr. Langley stated that after some discussion the committee is recommending to secure the services of EKS&H to do this year's audit at a cost of \$35,000.

Discussion:

Commissioner Nelson said they always try to do work with local contractors but in light of the last few months of operations having an outside vendor would be a good idea.

Commissioner Langley stated that the committee did solicit two local firms in Grand Junction and they did not respond to their request. Mr. Langley said the EKS&H understands the airports time line which is June 30<sup>th</sup> to have the audit completed. Mr. Langley said that the proposals are available for any Board member who would like to review them.

Chairman Wood stated that he would like to make a change to the recommendation. Mr. Wood said that rather than authorizing the Director of Aviation to execute the agreement, the Board would authorize the Chairman of the audit committee to execute the engagement letter. Mr. Wood said that the understanding would be that there will be direction given to the audit company provided by the audit committee to pay particular attention to certain areas and details.

*Commissioner Frishe made a motion to authorize Commissioner Rick Langley, the Chairman of the Audit Committee, to engage EKS&H to perform the 2013 audit. Commissioner Wagner seconded. Voice Vote. All Ayes.*

#### **E. Release of Claim on Bond of Lewis Transportation**

Director of Finance, Gary Schroen briefed the Board and said that Thrifty Dollar off airport rental car service franchise was sold from Lewis transportation to DGT operations, which is affiliated with the Hertz Corporation. Mr. Schroen stated that any time the airport has a rental car concessionaire the airport requires a security deposit equal to four months estimated revenue. Mr. Schroen said that Lewis transportation provided a bond of \$8000 and paid all past due amounts in full and would like a release of that bond.

Discussion:  
None.

*Commissioner Wagner moved that the Board approve the release of claim on bond of Lewis Transportation. Commissioner Frishe seconded. Voice Vote. All Ayes.*

#### **F. Shaw Construction – Change Order No. 15 and Fentress Service Charges**

Director of Facilities Ben Peck briefed the Board and stated that before the Board is three pending change orders (PCO) and POC No. 15 is a large dollar savings of \$18,348.00 and PCO No. 16 and 17 that are intertwined. Mr. Peck stated that starting with No. 15, staff talked to Fentress and asked them to give some cost saving suggestions, and staff also gave suggestions. Mr. Peck said that going through it all there are some minor changes to a closet, changed out some glass door front that was around the library to make it more functional, removed two walls that had stone treatment on it and replaced it with standard dry wall, the lighting was looked at for a long term savings and decided to replace bigger bulbs with smaller bulbs and it all came out to be \$-18,000. Mr. Peck stated that on POC 16 it came out to be \$-4,100 with changes made to simplify layout and millwork in the workroom and employee break room and was negated by PCO 17 which is \$4,253.05 to make changes to locking hardware. Mr. Peck said that there are design fees of \$14,190 associated with all of the changes and in the end the net savings would be \$4,005.33. Mr. Peck stated that the staff recommends the Board to approve POC No. 15, PCO 16 & 17 are included just for information only and to approve payment to Fentress for the design fees.

Discussion:  
Ms. Jordan said that the changes that were primarily made to the office space on the second level just shifting a few anterior walls which makes the space more usable for staff and getting rid of a

big glass wall that was really unusable. Ms. Jordan stated that it makes it more efficient and more usable for staff.

Commissioner Wagner asked if that was the only fee associated with making the change orders.

Mr. Peck said that was correct to his understanding.

Mr. Guy Parker stated that with his background he feels Fentress can be a little more negotiable in that fee.

Ms. Jordan stated that staff has not yet be negotiated numbers but could certainly try.

*Commissioner Wagner made a motion that the Board approves pending change order No. 15. Commissioner Frishe seconded. Voice Vote. All Ayes.*

Chairman Wood stated that yesterday Vice Chair Frishe, Ms. Jordan, Mr. Johnson and himself, at the county commissioner's request, presented the letter asking for their concurrence on the rescinding on AIP 51 and they unanimously agree to sign and submit that letter.

## **VII. Discussion Items**

### **A. Director Search Committee: Recommendation of Recruitment Strategy**

Commissioner Frishe briefed the Board and stated that the committee met on February 25<sup>th</sup> and discussed the job position and its requirements. Mr. Frishe said that once everything is complete they will be posting the position for anyone who chooses to apply.

Discussion:

Chairman Wood asked if the job description that is in the packet is finalized or if changes have been made.

Commissioner Frishe stated that they have not finalized it yet.

Ms. Jordan commented that when Commissioner Wagner and she were discussing the organizational chart, they discussed changing the name of this position to Airport Manager.

Commissioner Wagner stated that they felt it was the more standardized name in the industry.

Commissioner Nelson asked if they would extend that change to what are right now the "Deputy Directors"

Commissioner Wagner said yes.

Chairman Wood stated that if there are no objections they will change the name from Director of Aviation to Airport Manager. There were no objections.

## **B. RTR Design Project Update**

Director of Operations Kathie Lucas briefed the board and said that this was discussed at the last meeting and they determined that they needed more information about the RTR and the contract and the invoice. Ms. Lucas said that prior to that the Board approved the reimbursable agreement with the FAA for \$95,000. Ms. Lucas stated that last week Chairman Wood, Commissioner Frishe, Jane Quimby, Amy Jordan, Ben Johnson and she met with Jim T. and Jason F. from Jviation to get a better understanding of what was really going on and to find out why the contract was out of kilter. Ms. Lucas said that the FAA owns the navigational-aids where the RTR is located and when an airport wants to move those it becomes the airports responsibility to pay for the relocation and it's done through a reimbursable agreement. Ms. Lucas said that when that was done there was an agreement of 25% conceptual design which the FAA has been working on and Jviation did the part for the sponsor of that 25%. Ms. Lucas said that the FAA approved that Jviation did indeed fulfil their part and the conceptual design and it did meet the intent of the reimbursable agreement and the conceptual design will be completed by the FAA on April 4<sup>th</sup> 2014. Ms. Lucas stated that a contract with Jviation does need to be in place in order for them to be reimbursed.

Discussion:

Commissioner Wagner stated that he is very surprised and finds it unusual that Jviation would continue working even though the higher-ups knew the Environmental assessment had been terminated. Mr. Wagner said that he understands that the FAA requires a contractual agreement for the reimbursable to take place but the contract is retroactive.

Chairman Wood stated that he is not sure that Mr. Morgan has had the time to work on this but it will probably be something that the Board will have to take action on.

Ms. Lucas said that in this industry it does occur where the engineers do work and the airports will pay the subs but the engineer in contract wouldn't get paid until the work is done.

Chairman Wood stated that if there were no objections the Board will table the item. No objections

## **C. Whistleblower Policy Implementation**

Interim Director Amy Jordan briefed the Board and stated that at the Board meeting on February 18<sup>th</sup> the Board approved a Whistleblower protection policy however there were a few items in the policy that needed to be cleaned up and one of them being who would provide the hotline service. Ms. Jordan said that she received a proposal from a company out of Denver by the name of Conversant who would provide the services for a fee of \$35,00 annually. Ms. Jordan said since that meeting staff has contacted Jane Quimby from Quimby Associates and asked for a proposal to provide the same service. Ms. Jordan said that Ms. Quimby responded with a proposal to provide the service for a fee of \$1,500 annually plus a set-up fee of \$250. Ms. Jordan said that this service would include Quimby Associates, primarily Ms. Quimby monitoring the line, triaging calls, determining whether additional follow up is needed, and providing resolution.

Ms. Jordan said the airport would be responsible for setting up and maintaining the hotline and a 1-800 number has been set up but not yet advertised and that number is \$24 a month. Ms. Quimby stated that there are a couple clarifications that would have to be made based on the policy that was adopted. Ms. Quimby stated that in the policy it includes a lot of direct reporting to the Board's counsel Mike Morgan and Ms. Quimby believes that for it to be transparent, efficient and effective it needs to be an independent person. Ms. Quimby stated that during the internal she has had the opportunity to work with every employee at the Airport Authority so she is familiar with everyone working there. Ms. Quimby stated that in setting this up she would come up with some kind of complaint form and do quarterly reporting's to the Board. Ms. Quimby said there are a few things that need to be cleaned up in the ethics policy as well and she is happy to assist with it.

Discussion:

Chairman Wood asked if a separate agreement will be needed or if it would be outlined in the whistleblower policy to engage Ms. Quimby's services.

Ms. Quimby stated that she thinks a separate agreement would be necessary.

Commissioner Wagner said that the Airport has had a lot of experience of Ms. Quimby's work and have found it to be a very wise investment.

#### **D. Organizational Changes**

Commissioner Wagner briefed the board on the new organization chart that he, Ms. Jordan and staff have been working on. Mr. Wagner said that there have been changes to positions, updated job descriptions, reporting, and updated salaries ranges.

Discussion:

Commissioner Nelson asked what the Airport was budgeted for and what the Airport have now in full time employees.

Ms. Jordan stated that right now the airport is for budgeted for 29 FTEs and 7 part time employees so the organization chart that is being presented is showing 30.5 FTEs and 2 seasonal employees so all part time employees were eliminated except 1.

Director of Finance Gary Schroen said that they budget a 3% increase for 2014 which comes out to about \$48,550.

Commissioner Wagner asked what the total budget for the year for compensation was.

Mr. Schroen said including the 3% increase is 1.7 million.

Commissioner Wagner asked what they had been consuming.

Ms. Jordan said approximately \$900,000.



Commissioner Wagner said that he thinks all organizational changes need to be approved by the Board.

Chairman Wood recommended for the Board to review the chart and revisit it in two weeks at the next meeting.

#### **E. Security Solutions Committee Update**

Chairman Wood briefed the Board and stated that on February 27<sup>th</sup> he, Commissioner Frishe, Ms. Jordan, and Mr. Johnson met with TSA at their request and had a productive meeting. Mr. Wood said that the discussion centered on the security solution and discussed both plan A & B. Mr. Wood said that Mr. Parton from TSA followed the subject very well and liked the technical approach and Mr. Parton's main comment was that they need to back to Denver and caucus among themselves about "how much of the AOA could be carved out". Mr. Wood said that he would anticipate more discussion with them in the future but all in all they went away with a favorable sense that they are paying attention and they are working on it and the Airport expects to disposition or resolution forthcoming.

Commissioner Frishe said that one of the positives is that TSA requested to meeting to "resolve the issue".

#### **X. Any other business which may come before the Board**

None.

#### **XI. Adjournment**

*Commissioner Nelson moved to adjourn the meeting. Commissioner Frishe seconded. Voice Vote. All Ayes.*

The Special Board Meeting adjourned at 6:40pm

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Steve Wood, Board Chairman

**ATTEST:**

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Victoria Villa, Clerk to the Board