

Walker Field Airport Authority

Minutes of the Regular Board Meeting

December 19, 2000

BOARD COMMISSIONERS PRESENT: Miles McCormack Steve Ammentorp
Robert McCormick Gene Kinsey
Ken Sublett Craig Springer

AIRPORT STAFF PRESENT: Corinne Nystrom Gary Mancuso
David Anderson Dan Reynolds
Charlie Novinskie Ted Balbier

ALSO PRESENT: There were no additional attendees.

I. CALL TO ORDER

Chairman McCormick called the meeting to order at 5:16 pm.

II. APPROVAL OF AGENDA

There were no requested changes, deletions or additions to the Agenda.

Commissioner McCormack moved to accept the Agenda as presented. Commissioner Sublett seconded. Voice vote: all ayes, motion carried.

III. PUBLIC COMMENTS AND COMMUNICATIONS

Manager Nystrom offered special congratulations to Skywest Airlines for serving Grand Junction for 17 years, and for boarding their 400,000th passenger on Friday, December 15, 2000.

There were no other public comments or communications.

IV. CONSENT AGENDA

A. **Minutes: November 21, 2000 Regular Board Meeting**

B. **Acknowledgement of Receipt of October, 2000 Financial Statements/Accounts Receivable Report**

On the Statement of Operations, year to date operating revenues are 12.1% higher than budgeted and year to date operating expenses are 6.6% lower than budgeted. The net result of the operating revenues and expenses was an income to retained earnings balance of \$388,046, which is \$280,426 higher than budgeted year to date.

Rental cars, airline and slurry bomber landing fees, terminal building concessions, fuel flowage fees and aviation fuel tax revenues were over budget (year to date), and close monitoring of operating expenses by all departments has continued to result in year to date operating expenses that are under what was budgeted. Parking lot revenues are lower than what was budgeted year to date (4.7%), but are slightly higher than year to date last year. Additionally, year to date parking lot revenues are slightly higher per enplanement this year (\$2.65) versus last year (\$2.55).

On the Balance Sheet, nonrestricted cash/investments increased 4.9% for the month, with a related \$37,412 decrease in Accounts Receivable, reflecting the receipt of increased customer payments during the month. PFC funds increased 17.8%, reflecting the pending status of the payment of final invoices for the aircraft rescue firefighting/snow removal equipment (ARFF/SRE) facility project.

Capital project expenditures led to an increase in Land, Buildings, and Equipment of \$56,962.

Overall, October continued the favorable financial trends for the Authority.

C. **Second Addendum to Terminal Building Parking Lot Operating Agreement with Republic Parking System**

Since Republic Parking System's parking lot agreement with the Authority expires December 31, 2000, the consensus of the Board, at a previous Board workshop, was to advertise for proposals for the operation of the terminal building public parking lot. Republic requested that the Authority postpone the proposal process until 2001 because the end of the calendar year is a difficult time for parking concessionaires to prepare proposals and for Republic to transfer operation of the parking lot, if Republic is not the successful bidder. The proposed second addendum

extends the term of the agreement to March 31, 2001. All other conditions of the agreement remain the same.

Authority Attorney Mike Grattan has reviewed the addendum and made changes to protect the Authority.

The parking lot proposal package is currently available and advertisement of the bid process is occurring. The deadline for submitting proposals is January 29, 2001.

Vice Chairman Springer moved to approve all items on the Consent Agenda. Commissioner Kinsey seconded. Voice vote: all ayes. Motion carried.

V. ACTION ITEMS

A. **Bid Award and Agreement with Card Enterprises to Provide Passenger Terminal Building Janitorial Services**

Staff presented the Board with a proposed Bid Award and Agreement for passenger terminal building janitorial services. The Authority advertised for janitorial services for the passenger terminal building on November 27th with proposals due by December 8th. Six proposals were received. Staff reviewed all proposals and contacted references prior to scheduling interviews. The following janitorial agencies were interviewed in person:

D&R Cleaning
Card Enterprises
Have Sponge Will Travel

Staff recommended to the Board that Card Enterprises be awarded the bid for janitorial services in the passenger terminal building, based on experience, references and cost. Their services would include purchasing of all paper products and outside litter removal up to the parking lot fence, in addition to the cleaning of the terminal building. The necessary work would require two people for two shifts. In the evenings, janitorial personnel would come in after 10:00 pm.

Commissioner Ammentorp moved to accept the Staff's proposal to award the janitorial contract to Card Enterprises at an annual cost not to exceed \$70,200. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

B. Resolution No. 2000-021: Requirements and Minimum Standards for Commercial Aeronautical Services and Activities

The current Minimum Standards were adopted in August of 1984. In order to reflect the present business climate on the Airport and to promote equal competitive opportunities, Staff has revised the Minimum Standards. All airport tenants have received copies of the proposed Minimum Standards and a meeting was held November 29, 2000 for input. In addition to tenant comments, input was received from several Colorado airports.

Vice Chairman Springer questioned whether any tenants would be in violation of the new Standards. Staff responded that some charter air service providers do not have hanger space, which is required under the new Standards. Chairman McCormick inquired if air cargo operations should be specifically addressed within the Minimum Standards. Staff recommended against creating a set of specific standards for air cargo operations because they are regulated already by the FAA.

Commissioner Kinsey moved to approve Resolution No. 2000-021 and that the Chairman be authorized to sign the Resolution on behalf of the Authority. Commissioner Sublett seconded. Roll call: all ayes. Motion carried.

VI. BOARD COMMITTEE REPORTS

A. FACILITIES COMMITTEE

Commissioner McCormack reported that the Facilities Committee is working with the Mesa County Economic Development Council (MCEDC) to incorporate its recommendations into the 3rd floor renovation plan. The heating, ventilation, and air conditioning (HVAC) engineer was present at the committee meeting to discuss the 3rd floor HVAC system.

Staff noted that it anticipates placing the 3rd floor terminal building renovations out to bid in late January. Because of the relocation of Authority offices to the 3rd floor, Chairman McCormick recommended discussing the utilization of 2nd floor space at the January, 2001 Board Workshop.

B. PERSONNEL COMMITTEE

Commissioner Sublett stated that proposed position profiles/core competencies were provided to the Personnel Committee by Manager Nystrom for the four positions which report directly to the Airport Manager.

VII. AIRPORT MANAGER'S REPORT

A. *PAYROLL SERVICES*

A Request for Qualifications (RFQ) was sent to every accounting and CPA firm in Grand Junction and published in the Daily Sentinel to determine whether there was interest in performing payroll services for the Authority. Costello & Co., the firm currently providing the services, was the only responding entity. Staff recommended continuing to utilize them with the stipulation that another RFQ may be sent out in late spring or early summer, 2001.

B. *PFC APPLICATION*

Staff updated the Board on the progress of the passenger facility charge (PFC) Application #4 for new projects. Letters of notification were submitted to approximately 110 airlines, notifying them of an upcoming consultation meeting regarding the proposed projects. Staff anticipates the collections expiration date for the existing PFC application to be in mid to late September, 2001.

C. *AIP-17 OVERPAYMENT*

Staff reported that they are proceeding with efforts to collect from Nichols Associates the AIP-17 overpayment to RW Jones. Nichols Associates indicated that if pursued, they would cross claim against RW Jones. Staff recommended moving forward with a claim in Mesa County Court to reclaim the approximately \$9,000 overpayment, but suggested that a claim be filed against both entities to minimize delay. The consensus of the Board was to proceed as noted.

D. *WESTERN COLORADO TESTING*

Staff updated the Board regarding the outstanding invoice of approximately \$1,000 owing by Western Colorado Testing. The invoice stems from the Runway 11/29 litigation. Staff has been in contact with this company and has given a deadline of December 31, 2000 for payment in full.

E. *SIGNAGE*

Staff updated the Board on plans for terminal building interior and landside directional signage improvements. Three quotes have been received for 2nd floor terminal building and landside signage, parking lot

location signs, and directional signs for Walker Field Drive. Sign Gallery provided the lowest bid for all three projects. As a part of this project, the Authority will purchase and install 18 signs for the parking lot. An agreement with Sign Gallery for six directional signs for Walker Field Drive indicates a cost of \$8,100. If all 3 signage projects were considered, the combined costs would be approximately \$12,500.

Chairman McCormick commented about incorporating lighted signs into the terminal building signage project.

F. TERMINAL BUILDING STAIRWELL PROJECT

Staff reported that the terminal building central stairwell project is in progress and should be completed soon.

G. NOISE COMPATIBILITY COMMITTEE UPDATE

Staff updated the Board regarding the Noise Compatibility Committee. The Committee met last Thursday. There have been only a few recent complaints, primarily from aircraft run-up noise early in the morning. To help address this issue, the Authority has spoken with Mesa Maintenance regarding their early morning run-ups. The Noise Compatibility Committee has recommended that a run-up area be constructed. Commissioner Sublett suggested limiting run-ups to between sunrise and sunset.

Staff reported that the FAA has indicated that it cannot recommend that pilots follow the Noise Compatibility Procedures. Vice Chairman Springer and Commissioner Sublett recommended obtaining a written response from the FAA which states their reasons for not being able to make compliance procedure recommendations to pilots. Manager Nystrom stated that Staff will continue to investigate the time and monetary commitment necessary to publish the Authority's Noise Compatibility Procedures and will continue to update the Board on this matter.

H. WEST STAR AVIATION FILL DIRT

Manager Nystrom commented that a letter was sent to West Star Aviation explaining the Board's position regarding the unauthorized placement of fill dirt by West Star onto an unleased parcel owned by the Authority. The Authority provided several options to West Star, including leasing the subject parcel or removing the unauthorized dirt. So far, no response has been received. According to Extreme Construction, recent testing found no radon in the dirt.

I. STATIC DISPLAY POLICY

Manager Nystrom distributed copies of the Static Display Policy approved by the Board in April, 1999 and the applicable Board Meeting Minutes leading up to the discussion of the possible acquisition of an F-14 aircraft for a static display. She noted that the handouts are for possible future reference.

J. DENVER INTERNATIONAL AIRPORT (DIA) REGIONAL AIRLINE FACILITY SUBCOMMITTEE MEETING

Manager Nystrom provided the Board with highlights from the DIA Regional Airline Facility Subcommittee meeting. Representatives from DIA, the Wyoming State Legislature, Nebraska, North and South Dakota, United Airlines, Great Lakes Aviation, Frontier Airlines, Senator Allard's and Senator Enzi's (Wyoming) offices attended the meeting. Manager Nystrom handed out a preliminary layout plan of the proposed regional facility on Concourse 'A.' United Airlines has proposed tearing down the older facility beyond Gate A52 in order to build 36 aircraft parking positions. Regional airlines would then be relocated to Concourse 'A.' United Airlines also wants seven gates to be constructed on Concourse 'B' to accommodate wide-body aircraft. DIA estimates this will be a \$100 million project. Construction could begin in 2002-2003, but United would not have a need for all 36 gates until 2005. Manager Nystrom anticipates some changes in regional air service out of DIA within the next few years.

The next meeting will be held at the end of January, 2001.

Lastly, Manager Nystrom noted that Skywest Airlines is flying as a United Express carrier out of Denver, which means that it could potentially fly between Grand Junction and Denver as a United Express carrier.

As a separate item, there were no comments or questions pertaining to the proposed 2001 Authority Staff Goals and Action Plan submitted by Manager Nystrom, and Manager Nystrom indicated that Staff would move forward with those goals.

VIII. DISCUSSION ITEMS

A. Real Property Purchase and Lease Negotiation

Commissioner Sublett moved for the Board to enter into Executive Session to discuss real property purchase and lease negotiations. Vice Chairman Springer seconded. Voice vote: all ayes. Motion carried.

The Board entered into Executive Session at 6:58 pm.

Commissioner McCormack moved to exit Executive Session. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

The Board exited Executive Session at 7:43 pm.

IX. OTHER ITEMS

There were no Other Items.

X. ADJOURNMENT

There being no further business to come before the Board, Commissioner Kinsey moved to adjourn the meeting. Vice Chairman Springer seconded. Voice vote: all ayes. Motion carried. The meeting was adjourned at 7:45 pm.

APPROVED AND ADOPTED THE _____ DAY OF _____, 2001.

, Chairman

ATTEST:

David J. Anderson, Clerk