

# Walker Field Airport Authority

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## Minutes of the Regular Board Meeting

February 20, 2001

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

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

**ALSO PRESENT:** Gladys Barstow of Republic Parking and Steve Smith and Bill Moran of Timberline Aviation.

### I. CALL TO ORDER

Chairman Springer called the meeting to order at 5:20 pm.

### II. APPROVAL OF AGENDA

Chairman Springer requested that Consent Item C – “Agreement to Terminate “New Tract” Lease with Buescher Family Limited Partnership (BFLP) and Third Amendment to BFLP Lease Agreement” be moved to Action Item I.

Commissioner McCormick moved to approve the Agenda as modified. Commissioner McCormack seconded. Voice vote: all ayes. Motion carried.

### III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments or communications.

#### IV. CONSENT AGENDA

##### A. Minutes: January 26, 2001 Regular Board Meeting

Commissioner McCormick asked for clarification on an item in the Minutes of the January 26, 2001 Regular Board Meeting. He inquired whether letters were sent to the City of Grand Junction and Mesa County regarding Commissioner McCormack's reappointment to the Authority Commissioner-At-Large position. Staff commented that letters had been sent and a response was received from the County.

Commissioner McCormick also inquired whether the Authority had received notice from the County regarding the appointment of a new Commissioner to replace Commissioner Morris since his term has expired. Staff responded that they have not received notification of a replacement from the County.

##### B. Acknowledgement of Receipt of Accounts Receivable Report

Commissioner McCormick moved to approve the Consent Agenda as modified. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

#### V. ACTION ITEMS

##### A. Building Use and Lease Agreement with Mesa County Economic Development Council, Inc. (MCEDC)

Staff presented the Board with a proposed Building Use and Lease Agreement between the Mesa County Economic Development Council (MCEDC) and the Authority.

The Airport Authority's remodeling of and move to the third floor of the terminal building necessitates relocating MCEDC's current office space on the third floor. Several meetings have been held with MCEDC in order to get their input on office design and to negotiate a lease for the new office space. MCEDC's input for their office space has been incorporated into the construction plans for the third floor. Additionally, MCEDC has agreed to a 12 month lease from the date of issuance of either a Temporary or Final Certificate of Occupancy for approximately 956 square feet of leasable space per the construction plans. The rent paid to the Airport Authority will be \$517.83 per month based on \$6.50 per square foot.

The standard form Building Use and Lease Agreement was used and two original copies, signed by the Chairman of the MCEDC, were delivered to Staff. Chairman Springer thanked the Board members for the time they spent on this issue which resulted in a satisfactory outcome for all of the parties involved.

Staff recommended that the Board approve the Building Use and Lease Agreement with MCEDC and that the Chairman be authorized to sign the agreement contingent upon the Airport Authority's receipt of:

- Security deposit
- Proof of insurance
- A Temporary or Final Certificate of Occupancy for the new MCEDC offices

Commissioner Kinsey moved to approve the Building Use and Lease Agreement with Mesa County Development Council, Inc. as presented. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

**B. Resolution No. 2001-004: Resolution to Secure Line of Credit for Cash Flow and Cash Reserves Requirements and Resolution No. 2001-005: Corporate Resolution to Borrow**

Staff presented the Board with a proposed resolution to secure a line of credit for cash flow and cash reserves requirements, together with a corporate resolution to borrow.

Per the FY 2001 Budget, \$619,407 is authorized and appropriated for Authority capital expenditures. Additionally, the targeted non-restricted cash reserves balance for December 31, 2001 is \$949,287. Because of the large amount of approved capital expenditures coupled with the Authority's Non-Restricted Cash Reserves Policy requirements, the Authority approved the possible use of a \$225,000 line of credit (as a part of the FY 2001 Budget) to be used for cash flow purposes and to ensure compliance with the Authority's Non-Restricted Cash Reserves Policy.

The Authority published a Request for Proposals (RFP) for a \$250,000 line of credit. Although only \$225,000 is authorized to be utilized, the \$25,000 additional amount could be available for the Authority at a later date, if needed. In response to the RFP, the Authority received proposals from seven (7) financial institutions. Staff met with two (2) of the proposing entities (Alpine Bank and Mesa National Bank) who, in Staff's opinion, offered the most competitive proposals.

Upon the selection of a proposal and approval by the Board, all bank-required documents will be forwarded to the Authority Attorney for review and approval prior to executing the line of credit.

Chairman Springer asked for clarification of the term "double tax exempt." Staff noted that from its understanding, not only must the Authority have a tax exempt status, but the project for which the funds would be expended must also be a tax exempt-type project. Staff added that the new line of credit is sought for general cash flow and cash reserves requirements.

Based upon the proposals and interviews, Staff recommended that the Board authorize Staff to secure a \$250,000 line of credit with Alpine Bank, with a fixed rate of 6.5% APR, and authorize the Chairman, Vice Chairman and Staff to execute any documents necessary to secure the line of credit (in accordance with

the Authority's Banking Resolution). Additionally, Staff recommended that a Corporate Resolution to Borrow (standard form to be provided by Alpine Bank), or similar document associated with this transaction be labeled as Resolution No. 2001-005, and that the Chairman, Vice Chairman, and Staff be authorized to sign the resolution on behalf of the Authority upon review and approval of the document by the Authority Attorney.

Commissioner McCormick moved to approve Resolution No. 2001-004: Resolution to Secure Line of Credit for Cash Flow and Cash Reserves Requirements and Resolution No. 2001-005: Corporate Resolution to Borrow and that the documents be executed in accordance with the Authority's Banking Resolution upon review and approval by the Authority Attorney. Commissioner McCormack seconded. Role call: all ayes. Motion carried.

**C. Second Addendum to Ground Lease Agreement with Tom Hall and Ron Rouse**

Staff presented the Board with a proposed Second Addendum to Ground Lease Agreement with Tom Hall and Ron Rouse.

Staff provided the Board with a summary of events related to the Ground Lease Agreement with Tom Hall and Ron Rouse. The Tenant previously entered into a Ground Lease Agreement with the Airport Authority for a parcel of land in the Runway 4/22 general aviation area south of Taxiway C1A consisting of parcels F, G, and H on April 1, 2000. After the Tenant submitted its 7460-1 form (Notice of Proposed Construction or Alteration) to the FAA for its proposed hangar, it was discovered that the proposed hangar height did not comply with FAA requirements for building heights in relation to its distance from Taxiway "C." The Tenant re-surveyed the parcel, now known as Parcel C, and re-located its proposed hangar further west in order to meet FAA requirements. Consequently, the Tenant proposed to increase its leasehold from 62,640 square feet to 89,500 square feet.

The Second Addendum to Ground Lease Agreement includes the reconfigured Tenant leasehold, a rent adjustment, and a variance to the Airport Authority's building set back requirement allowing zero feet on the west lease parcel line subject to an adequate drainage plan. Allowing the Tenant to build on the western most lease line is necessary in order to still meet FAA height requirements for the hangar in relation to its proximity to the taxiway. The area was surveyed by two separate surveyors to ensure adequate space for future projects.

Staff recommended that the Board approve the Second Addendum to Ground Lease Agreement, contingent upon the Authority's receipt of additional rent and security deposit. Additionally, Staff recommended that the Chairman be authorized to sign the Addendum on behalf of the Authority.

Commissioner McCormack moved to approve the Second Addendum to Ground Lease Agreement with Tom Hall and Ron Rouse, contingent upon the Authority's receipt of additional rent and security deposit. Additionally, he moved to authorize the Chairman to sign the Addendum on behalf of the Authority. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

**D. Ground Lease Agreement Guaranty by Tom Hall and Ron Rouse**

Staff presented the Board with a proposed Ground Lease Agreement Guaranty by Tom Hall and Ron Rouse. The Ground Lease Guaranty would assure Ron Rouse's and Tom Hall's performance of the Ground Lease Agreement upon the approval of a lease assignment to H.R. Aviation, LLC. Staff recommended that the Board approve the Ground Lease Agreement Guaranty and that the Chairman be authorized to sign the documents on behalf of the Authority, subject to the receipt of:

- A copy of properly recorded Articles of Organizations for H.R. Aviation, LLC
- Insurance Certificate as required by the Ground Lease Agreement, identifying the name change due to the assignment
- Financial statements from Tom Hall and Ron Rouse or bank letter verifying sufficient funds for the hangar project acceptable to the Airport Authority.

Commissioner Sublett moved to approve the Ground Lease Agreement Guaranty by Tom Hall and Ron Rouse. Vice Chairman Ammentorp seconded. Voice vote: all ayes. Motion carried.

**E. Ground Lease Assignment from Tom Hall and Ron Rouse to H.R. Aviation, LLC**

Staff presented the Board with a proposed Ground Lease Assignment from Tom Hall and Ron Rouse to H.R. Aviation, LLC. The Assignment would authorize Tom Hall and Ron Rouse to assign their ground lease agreement to H.R. Aviation, LLC.

Staff recommended that the Board approve the Ground Lease Assignment, contingent upon:

- A copy of properly recorded Articles of Organizations for H.R. Aviation, LLC
- Insurance Certificate as required by the Ground Lease Agreement, identifying the name change due to the assignment
- Financial statements from Tom Hall and Ron Rouse or bank letter verifying sufficient funds for the hangar project acceptable to the Airport Authority.

Vice Chairman Ammentorp moved to approve the Ground Lease Assignment from Tom Hall and Ron Rouse to H.R. Aviation, LLC. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

**F. Ground Lease Agreement and Addendum to Ground Lease Agreement with Gordon F. Autry**

Staff presented the Board with a proposed Ground Lease Agreement and Addendum to Ground Lease Agreement with Gordon F. Autry (Tenant). Gordon Autry proposed leasing a parcel of land in the Runway 4/22 general aviation area for the construction of hangars and the storage of aircraft owned or leased by the Tenant or other third parties. The parcel is approximately 178 feet wide by 358

feet long and located east of the J. Fuoco II hangar and south of Taxilane C1A. The addendum provides the Tenant with a rent reduction during the first 18 months of the lease or issuance of a Certificate of Occupancy, whichever comes first. The total monthly rent paid to the Authority will be \$254.38. The Authority's standard form ground lease agreement was used. Airport Authority Attorney Mike Grattan reviewed the additional provisions in paragraph 1.15 in order to protect the Authority.

Staff recommended approval of the Ground Lease Agreement and Addendum to Ground Lease Agreement with Gordon F. Autry and requested that the Chairman be authorized to sign the Agreement and Addendum on behalf of the Authority, contingent on the Authority's receipt of:

- Proof of insurance
- Security deposit

Commissioner McCormick moved to approve the Ground Lease Agreement and Addendum to Ground Lease Agreement with Gordon F. Autry. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

**G. Bid Award and Parking Lot Operating Agreement for Terminal Building Public Parking**

Staff presented the Board with a review of bid awards the Authority received for the terminal building parking lot operating agreement. The operation of the terminal building public parking lot has been discussed at a previous Board meeting and workshop. In addition, Griffin Associates was hired to evaluate the parking operation in order to assist the Airport Authority in preparing the Request for Proposals. The resulting Board consensus was for the Airport Authority to:

- Assume control of the parking meter revenues
- Continue with the current parking lot configuration and equipment until a more comprehensive plan can be developed
- Advertise for two separate proposals: Reverse Cash Flow and Concession Fee

The request for proposals was advertised both locally and nationally. Several inquiries were received, and the following three companies attended the pre-bid meeting on January 8, 2001: Republic Parking System, APCOA/Standard Parking Co., and AMPCO System. All three companies submitted proposals. After evaluating the proposals, Republic and APCOA were invited to separate interviews on February 13, 2001.

Each company received and reviewed a copy of the Parking Lot Operating Agreement, which was prepared by Authority Attorney Mike Grattan. APCOA's bid package was contingent upon a rate increase of \$0.50 on the parking lot daily rate. APCOA indicated that the present equipment would need to be replaced (by the Authority), and that equipment replacement costs would be included in an analysis of the parking lot equipment.

Republic's bid package was not contingent on a rate increase. Republic indicated it would perform a parking rate analysis before making a rate adjustment (if any)

recommendation. Republic would continue to work with the present equipment but would replace the employee card reader at an approximate cost of \$4,000 to Republic. Regarding the aging equipment, Commissioner Sublett asked whether there would continue to be manufacturer support over the next four years. Staff responded that Republic indicated there would be support available. Commissioner Springer noted that the Authority has had a positive working relationship with Republic.

Staff recommended the selection of Republic Parking System and that the Chairman be authorized to sign the Parking Lot Operating Agreement on behalf of the Authority.

Commissioner McCormick moved to award a four (4)-year agreement for the terminal building public parking lot concession to Republic Parking System and that the Chairman be authorized to sign the Parking Lot Agreement on behalf of the Authority. Additionally, any possible rate adjustment would be dealt with as a separate item. Commissioner Sublett seconded the motion. Voice vote: all ayes. Motion carried.

**H. Resolution No. 2001-006: Application No. 4 of the Passenger Facility Charge (PFC) Program**

Staff presented the Board with a proposed resolution to authorize Staff to submit an application to the FAA to continue the Walker Field PFC Program. At the August, 2000 Board Workshop, the Board discussed the Walker Field PFC Program. The existing program is nearing the completion of all approved projects. This proposed resolution states the Authority's intent to continue the Walker Field Airport passenger facility charge (PFC) program at the existing \$3/enplanement collection level by submitting a new application (Application No. 4) to the FAA to impose (collect) PFCs and a concurrent amendment application to use (spend) PFCs for specific capital PFC projects. Both the initial and amendment applications are necessary since the FAA considers requests for collections of PFCs separately from the requests to spend PFCs.

If approved, Application No. 4 would allow the Authority to impose (collect) and use (spend) PFCs for the following projects:

<u>Project</u>	<u>Total Project Cost</u>	<u>PFCs</u>
Rwy 4/22 REILs	\$100,000	\$10,000
Electrical Vault	400,000	40,000
<b>TOTALS</b>	<b>\$500,000</b>	<b>\$50,000</b>

Additionally, the Application would authorize the Authority to impose (collect) PFCs for the following projects:

<u>Project</u>	<u>Total Project Cost</u>	<u>PFCs</u>
Air Carrier Ramp Expansion	\$2,000,000	\$200,000
Boarding Area/Jetways	1,480,000	1,480,000
<b>TOTALS</b>	<b>\$3,480,000</b>	<b>\$1,680,000</b>

Approved use (spend) projects must commence within two (2) years following the FAA's approval date to use (spend). Because the Air Carrier Ramp

Expansion and Boarding Area/Jetways projects are not scheduled until 2004 and 2006 respectively, an application to amend Application No. 4 to use (spend) PFCs for these two (2) projects would be submitted to the FAA around December, 2003 (with the targeted approved use (spend) authorization to be received from the FAA in mid-2004).

For those projects for which a concurrent use (spend) application is not submitted (the Air Carrier Ramp Expansion and Boarding Area/Jetways projects), alternate projects for each of the proposed projects were included within the initial PFC impose (collect) application. This is required because of possible changes in project priorities between the time the initial PFC application is submitted and the time the subsequent use (spend) PFC amendment application is submitted (approximately 3 years later) for these projects.

The proposed Resolution No. 2001-006 is a part of the formal application process. Notices of the proposed application were sent to all airlines that reported enplanements at Walker Field Airport during 1999 and to all airlines that remitted PFCs to the Authority during 2000. As required by the FAA, these notices also provided an invitation to all of the airlines to attend a meeting (Monday, January 15, 2001) at which they could pose questions regarding the proposed application. Only one airline representative (Skywest Airlines) attended the meeting.

Individual airlines then had 30 days from the date of the meeting to certify agreement or disagreement with the proposed application. Only one response was received – from Skywest Airlines. The response certified agreement with the first two (2) projects (Runway 4/22 REILs and Electrical Vault Replacement), and certified agreement with the latter two (2) projects (Air Carrier Ramp Expansion and Boarding Area/Jetways) subject to passenger and aircraft growth meeting projections shown in the Master Plan. Approval of the Resolution would provide authorization to the Airport Manager to submit the applications to the FAA.

Commissioner Sublett recommended that Staff prepare the public for the impact of REILs on Runway 4/22. He also inquired whether a run-up pad is a PFC-eligible project. Staff noted that it is, but that would be a project which the airlines would probably not support. Thus Staff recommended that when a run-up area is constructed, it be funded with Authority or FAA AIP funds.

Commissioner McCormack moved to approve Resolution No. 2001-006: Application No. 4 of the Passenger Facility Charge (PFC) Program, and to authorize the Chairman to sign the Resolution on behalf of the Authority. Commissioner Morris seconded the motion. Roll call: all ayes. Motion carried.

**I. Agreement to Terminate “New Tract” Lease with Buescher Family Limited Partnership (BFLP) and Third Amendment to BFLP Lease Agreement**

Staff presented the Board with a proposed Agreement to Terminate and an Amendment Lease Agreement between the Authority and the Buescher Family Limited Partnership (BFLP) concerning the “Revised Tract D” paint hangar parcel and the “New Tract” parking lot. BFLP sold its old paint hangar to Sky



Adventures, LLC on August 24, 2000. At Sky Adventures' and BFLP's request, the Airport Authority entered into a Ground Lease Agreement with Sky Adventures, LLC for the paint hangar parcel known as "Revised Tract D" and additional parking known as "New Tract" (which are currently being leased by BFLP). Approval of the Ground Lease Agreement was contingent upon, among other items, the termination of BFLP's lease agreement on "Revised Tract D" and the "New Tract."

The proposed Agreement to Terminate "New Tract" Lease and Third Amendment to BFLP Lease Agreement terminates BFLP's leasehold interest in both parcels of land and modifies its existing ground lease agreement with the Airport Authority to reflect the modified leasehold size. Airport Authority Attorney Mike Grattan reviewed the agreements and made changes to protect the Authority.

Discussion clarified that all environmental assessments required of BFLP were completed. Commissioner Morris cautioned against releasing any of the involved parties from liability in the case that future health claims might arise from any environmental contamination. Staff noted that no release language was included in the lease documents. However, Commissioner McCormick recommended the Authority obtain a final verification with the Airport Authority Attorney before approving the Lease Amendment.

Chairman Springer suggested that a motion to approve the Agreement and Amendment be contingent upon the stipulation that no release of liability is included in the Lease Agreement and Amendment.

Commissioner McCormick moved to approve the Agreement to Terminate "New Tract" Lease with Buescher Family Limited Partnership (BFLP) and Third Amendment to BFLP Lease Agreement as presented, with the understanding that the Chairman will execute the documents only after the Authority Attorney determines that the Authority has not released any potential environmental claims by signing the Agreement or Amendment. Commissioner Morris seconded the motion. Voice vote: all ayes. Motion carried.

## **VI. BOARD COMMITTEE REPORTS**

Board Committee Reports were discussed after the Airport Manager's Report.

### *A. FACILITIES COMMITTEE*

Staff reported that at today's third floor terminal building renovation project pre-bid meeting, approximately 30 people attended. The primary issue of discussion concerned electrical panels on the third floor. Previously, power from the third floor was tapped into to provide additional power on the second floor, resulting in the need for inclusion of an additional panel on the third floor. This will set back the bid award by approximately one week in order to accommodate the necessary new drawings.

Chairman Springer commented that the Board would be amenable to a Special Board meeting to evaluate the bids for this project and for a possible bid award.

*B. PERSONNEL COMMITTEE*

Commissioner Morris noted that Manager Nystrom has submitted her revised goals for CY 2000, and that the Personnel Committee hopes to complete the Airport Manager's evaluation by the end of the month.

Chairman Springer posed the question to the Board as to whether the Airport Manager's evaluation should be prepared by the Personnel Committee or by the entire Board. Commissioner Sublett recommended the same procedures as with the prior evaluation – that the Committee prepare the evaluation, meet with Corinne, and then present the evaluation to the Board for review. Commissioner Morris concurred.

**VII. AIRPORT MANAGER'S REPORT**

Manager Nystrom excused herself from the Board Meeting at this time to make a presentation on behalf of the Airport Authority to the Town of Fruita City Council.

Staff commented that Manager Nystrom is in the process of compiling a newsletter to update the Board members on several additional items.

*A. DRAINAGE NEEDS AND DETENTION PONDS*

Staff reported that they have been in contact with the City of Grand Junction regarding the status of the City's drainage needs and proposed detention ponds located on the airport property. The City is continuing hydrology work and will have an estimate by mid-April of how large the detention ponds would need to be, along with proposed locations. Commissioner Sublett inquired if the City's plans incorporate FAA requirements. Staff commented that the City has been provided with information on the FAA requirements.

*B. FAR PART 139 CERTIFICATION INSPECTION*

Staff reported that for the fourth year in a row, the Authority received a perfect score on the FAR Part 139 Certification inspection. Chairman Springer asked whether the inspection included an analysis of lease rates for non-aeronautical users. Staff replied that the inspector collects this information, including lease logs, and takes it to the FAA Northwest Mountain Region Office in Seattle. Commissioner Morris inquired how other regional airports scored on the same inspection. Staff responded that they were unaware of any other Colorado airports that have received such consistently high marks on this inspection.

*C. NEW ADVERTISING*

Staff commented on the successful Rocky Mountain Symposia event at Powderhorn Resort and on the new billboards located around the Grand Valley. The Authority has advertising spots on five (5) radio stations and some print advertising as well. Staff is also looking into television advertisements.

A new Airport Authority logo was completed last year, and remaining funds were used to create presentation folders for the Authority. Thank you notes with the new logo have also been printed. Staff distributed a copy of Grand Valley Magazine to the Board, which includes an advertisement for Walker Field Airport. This magazine is distributed to local hotels and other various businesses.

Commissioner McCormick asked about the objectives of the advertising campaign. Staff explained that the two-fold objective is to promote both the Authority and the incumbent airlines. An additional goal is to build “brand identification” for Walker Field Airport. Staff has set a goal of making 36 presentations in 2001 to promote the airport and the Authority.

*D. LEASE RATE ADJUSTMENTS*

Staff apprised the Board that the lease rates in the Runway 4/22 general aviation area, which have previously been on a two-tiered rate schedule will be set at one lease rate (excluding object free area) effective April 1, 2001. In addition to the annual lease rate adjustments, periodic adjustments will be implemented on April 1, 2001 for Daly Hangar, Hangar One, J. Fuoco, LLC, Plane Storage, and United Companies/Luxury Wheels. Staff will adjust each of these lessees’ per acre rental in accordance with the ground lease agreements. Until a five-year lease period has been reached, other lessees in this area will continue to be subject to annual adjustments at the CPI-U rate.

**VIII. DISCUSSION ITEMS**

**A. 2001 Board Committee Appointments**

Chairman Springer announced the new Board committee appointments:

Personnel Committee: Vice Chairman Ammentorp, Commissioner Sublett (Committee Chairman), and Commissioner Morris

Facilities Committee: Commissioner McCormack and Commissioner McCormick (Committee Chairman)

**IX. OTHER ITEMS**

Bill Moran of Timberline Aviation proposed that the Authority coordinate advertising efforts with airport lessees. Staff mentioned that the Authority has been working with the airlines for cooperative radio and newsprint advertising. The next co-op advertising programs may include other airport tenants.

Commissioner McCormick suggested looking into a signage requirement for all concessionaires inside the terminal. Commissioner Morris commented that the current policy is that the Authority must approve all terminal building tenant signs. Chairman Springer suggested adding this discussion item to a future workshop agenda.

Regarding the third floor renovation work, Staff noted that the contractor will work around MCEDC, but there may be a time period where power or phone service to the MCEDC is interrupted. Chairman Springer commented that MCEDC is not opposed to a temporary relocation, if necessary. Discussion clarified that accommodating MCEDC in this way would most likely not increase the costs of the project.

**X. ADJOURNMENT**

There being no further business to come before the Board, Commissioner McCormack moved to adjourn the meeting. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried. The meeting was adjourned at 7:20 pm.

APPROVED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

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Craig N. Springer, Chairman

ATTEST:

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David J. Anderson, Clerk