

# Walker Field Airport Authority

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## Minutes of the Regular Board Meeting

April 17, 2001

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

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

**ALSO PRESENT:** Mike Nelson of Chadwick, Steinkirchner, Davis & Co., P.C.

### I. CALL TO ORDER

Chairman Springer called the meeting to order at 5:22 pm.

### II. APPROVAL OF AGENDA

Manager Nystrom requested that Action Item E – “Authorization for Change Order for the Terminal Building Third Floor Renovation Project” be deleted from the agenda.

Manager Nystrom requested that Discussion Item A – “Walker Field Airport Authority Acquisition and Property Interest in Two Aircraft Rescue Firefighting Vehicles” be added to the agenda and conducted in Executive Session.

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

### III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments or communications.

### IV. CONSENT AGENDA

#### A. Minutes: March 20, 2001 Regular Board Meeting

**B. Acknowledgement of Receipt of February, 2001 Financial Statements/Accounts Receivable Report**

On the Statement of Operations, year to date operating revenues are 5.7% higher than budgeted and year to date operating expenses are 10.5% lower than budgeted. The net result of the favorable operating revenues and expenses was an income to retained earnings balance of \$37,300, which was \$40,954 higher than budgeted year to date.

Air freight, terminal building concessions, and aviation fuel tax revenues are over budget (year to date), and close monitoring of expenses by all departments resulted in year to date operating expenses that are under what was budgeted. Parking lot revenues are higher than year to date last year (4.2%).

On the Balance Sheet, nonrestricted cash/investments decreased 8.0% for the month, with a \$76,123 decrease in Accounts Payable, reflecting several large vendor payments during the month. PFC funds decreased slightly, reflecting a vendor retainage payment for the ARFF/SRE Facility – offsetting continued PFC program receipts. Capital expenditures during the month resulted in an increase to Land, Buildings, and Equipment of \$16,965.

Overall, favorable financial trends continued for the Authority in February.

**C. Amendment No. 5 to Agreement with Washington Group International, Inc. for Engineering and Design Services Agreement for AIP Project No. 3-08-0027-22 (Airfield Lighting Equipment Building and Installation of REILs on Runway 4/22) and Fog Seal and Painting on Runways 11/29 and 4/22**

Staff presented the Board with proposed Amendment No. 5 to the existing Agreement with Washington Group International (WGI) for engineering and design services related to the construction of an Airfield Lighting Equipment Building (ALEB) and the installation of Runway End Identifier Lights (REILs) on Runways 4 and 22. An independent fee analysis of the engineering and design costs has been completed (as required by the FAA) as well as review by WGI. The engineering and design fees have been forwarded to the FAA for review and approval.

This agreement also includes engineering services for a planned runway fog seal and painting project to be completed this summer as part of the 2001 Colorado State Division of Aeronautics Grant. WGI's total fees for project design, engineering, and construction administration are \$154,724.90 (\$145,724.90 AIP; \$9,000 State funding).

Staff recommended that the Board approve and authorize the Chairman to sign the Amendment No. 5 to the Agreement with Washington Group International, Inc., to provide engineering and design services for the construction and installation of an Airfield Lighting Equipment Building and Runway End Identifier Lighting System and Fog Seal and Paint on Runways 11/29 and 4/22 for an amount not to exceed \$154,724.90, contingent upon FAA approval.

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

V. **ACTION ITEMS**

A. **FY 2000 Audit Report of the Walker Field Airport Authority Financial Statements**

Authority Auditor Mike Nelson, CPA, of Chadwick, Steinkirchner, Davis & Co., P.C. presented the Board with the FY 2000 Audit Report of the Walker Field Airport Authority Financial Statements.

Mr. Nelson noted that the Authority's Audit Report is unqualified – indicating the highest level of assurance given. The Audit Report indicates that there were no material findings for FY 2000.

Mr. Nelson compared the FY 2000 to the FY 1999 financial statements and noted very little change between the end-of-year statements. Current liabilities (to be paid off in FY 2001) total \$254,000. The remainder of liabilities is \$133,000, which is long-term debt.

Property, Plant and Equipment additions totaled \$3.1 million, approximately \$2 million of which included Authority funds and federal and state grants. The other \$1.1 million resulted from donated assets (two aircraft rescue firefighting vehicles). Mr. Nelson pointed out that the two largest items of increase during the year were Landing Fees and the Commission on Fuel Sales (a 22% increase over FY 1999).

All revenue and expense line items were within budgeted limits for FY 2000, and net cash from operating activities was approximately \$521,000.

Vice Chairman Ammentorp moved to accept the FY2000 Audit Report of the Walker Field Airport Authority Financial Statements. Commissioner Berryman seconded. Voice vote: all ayes. Motion carried.

B. **Ground Lease Assignment from Wastren, Inc. to MACTEC-Environmental Restoration Services, LLC (MACTEC-ERS)**

Staff presented the Board with a proposed Ground Lease Assignment from Wastren, Inc. to MACTEC-Environmental Restoration Services, LLC (MACTEC-ERS) for the U.S. Department of Energy calibration pads west of the Timberline Aviation leasehold. The current lease term is June 1, 1999 to May 31, 2001. The DOE replaced Rust Geotech, Inc. with Wastren, Inc. as the prime contractor, and now Wastren, Inc. is being replaced by MACTEC-ERS.

On January 17, 2001 the Airport Authority received notice that MACTEC-ERS was named as the new administrator of the calibration pads ground lease at the Airport effective January 1, 2001. The Airport Authority received notification on March 22, 2001 of MACTEC-ERS' acceptance of the lease assignment from Wastren, Inc. effective January 1, 2001. Authority Attorney Mike Grattan has

reviewed and approved the Consent to Lease Assignment which, was the same form used for a previous lease assignment from Rust Geotech, Inc. to Wastren, Inc.

Commissioner Berryman recommended that the Lessee initial each page on the original lease to indicate full understanding and acceptance of all lease provisions. Staff recommended that the Board approve the Consent to Lease Assignment and requested that the Chairman be authorized to sign the Consent to Lease Assignment on behalf of the Authority, contingent upon each page of all associated documents being initialed by both parties and receipt of insurance from MACTEC-ERS.

Commissioner McCormick moved to approve the Consent to Lease Assignment and to authorize the Chairman to sign the Assignment with the stipulation that there must be receipt of insurance and that each page of all associated documents be initialed by both parties. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

**C. Fourth Addendum to MACTEC-Environmental Restoration Services (MACTEC-ERS), LLC Ground Lease Agreement**

Staff presented the Board with a proposed Fourth Addendum to MACTEC-Environmental Restoration Services (MACTEC-ERS), LLC Ground Lease Agreement. Rust Geotech, Inc. previously was the prime contractor and administrator for the Department of Energy's (DOE's) Grand Junction projects office operation of the calibration pads and ground lease agreement west of the Timberline Aviation leasehold. The DOE replaced Rust Geotech, Inc. with Wastren, Inc. and Wastren, Inc. was replaced by MACTEC-ERS as the prime contractor.

The Fourth Addendum would extend the term of the lease from June 1, 2001 to May 31, 2002 with a one-year extension through May 31, 2003. Authority Attorney Mike Grattan has reviewed and approved the Fourth Addendum.

Staff recommended the approval of the Fourth Addendum and requested that the Chairman be authorized to sign the Addendum on behalf of the Authority, contingent upon each page of all associated documents being initialed by both parties, receipt of an insurance certificate naming the Airport Authority as an additional insured, and a security deposit from MACTEC-ERS.

Commissioner McCormick moved to approve the Fourth Addendum to MACTEC-Environmental Restoration Services, LLC Ground Lease Agreement and to authorize the Chairman to sign the Addendum, contingent upon each page of all associated documents being initialed by both parties, the receipt of appropriate insurance certification, and the receipt of a security deposit from MACTEC-ERS. Vice Chairman Ammentorp seconded. Voice vote: all ayes. Motion carried.

**D. Community Display Agreement with Grand Junction Baseball Committee, Inc.**

Staff presented the Board with a proposed Community Display Agreement with Grand Junction Baseball Committee, Inc. Staff has been working with the organizers of the National Junior College (JUCO) World Series to install a JUCO display in the terminal building. An agreement has been drafted, outlining the

purpose of the display as an exhibit providing an overall community value and not as an advertisement or concession. Grand Junction Baseball Committee, Inc. will create the displays and exhibits shown in the display case. The display cases will be mounted on the north wall of the down escalator. There is no monetary consideration in this Agreement.

Commissioner McCormick asked about the condition and signage of the display cases. Staff replied that some minor work may be performed on the cases, such as adding new trim. Commissioner Berryman inquired about insurance on the display, and Staff responded that the Baseball Committee will maintain insurance on it. Chairman Springer asked what policy provisions are in place if the Board does not approve of the display appearance. Staff stated that there is a 30-day cancellation notice provision. Manager Nystrom noted that the Airport Authority has the right to disapprove of any feature of the display.

Staff recommended that the Board approve the Community Display Agreement and authorize the Airport Manager to sign the Agreement with Grand Junction Baseball Committee, Inc. to install and maintain the JUCO exhibit in the terminal building.

Commissioner McCormick moved to approve the Community Display Agreement with Grand Junction Baseball Committee, Inc. and to authorize the Airport Manager to sign the Agreement. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

## **VI. BOARD COMMITTEE REPORTS**

### *A. PERSONNEL COMMITTEE*

There was no report.

### *B. FACILITIES COMMITTEE*

Commissioner McCormick reported that the Facilities Committee has been discussing the possibility of renovating and expanding the 2<sup>nd</sup> floor terminal building food service area. The Committee has also begun discussing a proposed business center.

Chairman Springer asked whether the Committee is satisfied with the progress of the third floor terminal building renovations. Commissioner McCormick indicated that the Committee is satisfied with the progress.

## **VII. AIRPORT MANAGER'S REPORT**

### *A. EAST AIR CARRIER RAMP RECONSTRUCTION PROJECT UPDATE*

The east air carrier ramp reconstruction project was a year 2000 AIP project which was put on hold due to problems with the concrete aggregate mix. It is now scheduled to begin in early June and be completed by mid-August.

*B. CITY DRAINAGE AND DETENTION PONDS*

The City of Grand Junction has provided the Authority with a draft layout showing proposed drainage structures on the airport which they believe are necessary in order to handle storm water issues in other parts of the City. Staff will meet with City officials next week for further discussion. Staff and the City will then meet with representatives from the FAA and Washington Group International (Authority's engineering firm) to discuss the mitigation plan. The City is being asked to provide a drainage management plan which will address how the structures will be maintained to ensure rapid (within 24 hours) drainage and also how wildlife concerns will be mitigated.

*C. TOUR BY GRAND JUNCTION'S VISITOR AND CONVENTION BUREAU VOLUNTEERS*

Staff reported that 37 volunteers from Grand Junction's Visitor and Convention Bureau toured the Airport facilities today. The volunteers were updated on air service issues and terminal building renovations. They will now be able to provide more detailed information to guests of the Grand Junction Visitor Center.

*D. FLIGHT INSTRUCTOR OF THE YEAR SELECTION*

Deanna Strand, owner of Strand Flying School, has been selected as the FAA Flight Instructor of the Year for the Salt Lake City District and the Northwest Mountain Region, and is recognized nationally for her contributions to aviation.

*E. POW-WOW CONVENTION*

Charlie Novinskie, Authority Promotions and Public Information Officer, will attend the Pow-Wow Convention in Orlando, Florida in May. The Convention is sponsored by the Travel Industry of America and is the premier travel industry convention in the country. Representatives from the Airport Authority, Grand Junction Visitor and Convention Bureau, and Grand Junction area hotels will staff an information booth at the convention to promote the Grand Junction area. Approximately 15,000 representatives in the travel industry will be in attendance.

*F. SENATE CONFIRMATION HEARING*

Manager Nystrom attended the State of Colorado Senate Confirmation Hearing for her appointment to the Colorado Aeronautical Board and reported that the Senate Government, Veterans and Military Relations and Transportation Committee unanimously recommended her for appointment. Final ratification of her appointment will be placed on the Consent Agenda for a vote by the State Senate as a whole.

*G. FAA NORTHWEST MOUNTAIN REGION ANNUAL CONFERENCE*

Manager Nystrom and Operations & Facilities Manager Reynolds will be attending the FAA Northwest Mountain Region Annual Conference in Seattle, Washington on April 18<sup>th</sup> – 20<sup>th</sup>. They will have several opportunities to meet with regional and local FAA representatives.

*H. MESA COUNTY ECONOMIC DEVELOPMENT COUNCIL (MCEDC)  
PROSPECT COMMITTEE MEETING*

Staff reported on a meeting held on April 17<sup>th</sup> with the Mesa County Economic Development Council (MCEDC) Prospect Committee. The purpose of the meeting was to provide the MCEDC with an overview of potential aeronautical development sites on the airport. The meeting was prompted by a letter the Committee sent to Air Wisconsin Airlines, asking them to consider Walker Field as a site for an aircraft maintenance facility.

*I DENVER INTERNATIONAL AIRPORT (DIA) REGIONAL AIRLINE FACILITY  
SUBCOMMITTEE MEETING*

Manager Nystrom will chair the next DIA Regional Airline Facility Subcommittee Meeting in Denver on April 26<sup>th</sup>. It is hoped that the Committee can reach a consensus and make recommendations to DIA management regarding the proposal by United Airlines to construct a regional airline facility on Concourse 'A.'

*J. MAY, 2001 BOARD WORKSHOP*

Manager Nystrom suggested that Staff apprise the Board on the status of the Airport Layout Plan (ALP) Update at the May, 2001 Board Workshop. Commissioner McCormick suggested also discussing the business center and potential second floor concession renovations during the workshop.

**VIII. DISCUSSION ITEMS**

**A. Walker Field Airport Authority's Acquisition and Property Interest in Two Donated Aircraft Rescue Firefighting Vehicles**

Commissioner McCormack moved for the Board to enter into Executive Session to discuss the Airport Authority's acquisition and property interest in two donated aircraft rescue firefighting vehicles. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

The Board entered into Executive Session at 6:40 pm.

Commissioner McCormick moved to exit Executive Session. Vice Chairman Ammentorp seconded. Voice vote: all ayes. Motion carried.

The Board exited Executive Session at 7:05 pm.

**IX. OTHER ITEMS**

There were no other items.

**X. ADJOURNMENT**

There being no further business to come before the Board, Commissioner McCormick moved to adjourn the meeting. Commissioner Sublett seconded. Voice vote: all ayes. Motion carried.

The meeting was adjourned at 7:05 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