

# Walker Field Airport Authority

---

## Minutes of the Special Board Meeting

January 8, 2002

**BOARD COMMISSIONERS PRESENT:** Miles McCormack Steve Ammentorp  
Robert McCormick Dennis Kirtland  
Craig Springer

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

**ALSO PRESENT:** Samuel Lundgren and Gene Murphy of Washington  
Group International

### I. CALL TO ORDER

The meeting was called to order at 5:18pm.

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

### II. ACQUISITION OF AIRCRAFT BOARDING STAIRS

Staff presented the Board with a request for appropriation of funds and authorization to acquire a set of aircraft boarding stairs. Manager Nystrom commented that this request is based on previous Board discussions regarding the acquisition of aircraft boarding stairs that could accommodate widebody aircraft in the event that any of these aircraft were to be diverted to Walker Field Airport. Staff noted the factors it reviewed when assessing this issue, including the type of aircraft that may occasionally be diverted to the airport, anticipated effects of the 2002 Winter Olympics in Salt Lake City, and aircraft dimensions.

Staff's conversations with the existing Walker Field aircraft ground handlers have indicated that difficulties are encountered in servicing widebody aircraft, due to the lack of available aircraft stairs at the airport that are designed for use with those aircraft. Staff researched two available types of aircraft stairs—truck-mounted units for use with several types of aircraft or a manual hydraulic unit. The purchase price for used truck-mounted aircraft stairs is approximately \$55,000 - \$60,000 per unit, while the manual aircraft stairs are approximately \$8,500. If the Authority decided to rent the aircraft stairs, the cost would be \$3,500/month for truck-mounted aircraft stairs or \$1,500 - \$2,000/month for manual aircraft stairs. The cost for transporting either of these units, whether as a purchase or a rental, would be in addition to this.

Although there would be a cost savings achieved from renting the aircraft stairs instead of purchasing the unit, Staff recommended purchasing manual aircraft stairs because of the long-term benefits to the airport users. Staff noted that Thunder Mountain Ground Services, one of the aircraft ground handling entities at the airport, expressed interest in utilizing the aircraft stairs if the Authority purchases the unit.

Commissioner McCormick asked if the manual unit that the Authority is considering purchasing is supposed to be stored inside when not in use. Staff responded that the subject aircraft stairs are designed to be stored outside. Commissioner McCormick inquired about how the aircraft stairs will be transported to Walker Field from New York. Staff commented that the aircraft stairs would be disassembled for transport and then reassembled at Walker Field.

Chairman Springer asked what type of fee should be imposed for users of the aircraft stairs. Manager Nystrom stated that Staff had discussed this issue and initially believes that \$100 per use would be equitable and allow for some offset to the upkeep and maintenance costs associated with the unit. Chairman Springer recommended that the Authority have an agent inspect the aircraft stairs prior to purchase. Gene Murphy of Washington Group International (WGI), the Authority engineering firm, noted that WGI has offices in the New York City area. Thus a WGI representative may be able to inspect the unit and obtain photos for the Authority.

Commissioner Kirtland recommended obtaining specific insurance and shipping information prior to finalizing the purchase of the aircraft stairs. Commissioner McCormick asked if Authority personnel would be operating the aircraft stairs. Manager Nystrom commented that because of liability issues, Staff would not be operating the aircraft stairs. Instead, the unit would be available for use by airport ground handlers upon completion of written agreements with those entities, similar to the agreements for the existing "Lift-A-Loft" unit that is used for special needs passengers.

Chairman Springer suggested that the Authority review the possibility of selling the unit to an airport ground handler. Commissioner McCormick furthered that if the unit were sold, the Authority should obtain some type of assurance that the aircraft stairs would be available for use by other aircraft ground handling entities as needed. Commissioner McCormick requested a timeframe in which the aircraft stairs could be obtained. Staff responded that the aircraft stairs are ready to be shipped upon receipt of Authority approval of the purchase.

Commissioner McCormick moved to appropriate \$8,500 for the purchase and any additional funds necessary for costs associated with shipping the unit to Walker Field. Additionally, he moved that Staff proceed with the purchase of the aircraft stairs contingent upon the inspection of the unit by a representative of WGI and the determination by Staff that the unit is in satisfactory condition. Commissioner McCormack seconded. Voice vote: all ayes. Motion carried.

Commissioner McCormack inquired about provisions contained within the Authority's By-Laws regarding emergency purchases in excess of \$10,000. Staff commented that the By-Laws don't specifically address the issue of emergency purchases. Commissioner McCormick recommended considering applicable By-Laws provisions pertaining to emergency purchases and bid requirements, including the possibility of increasing the amount associated with a transaction that triggers bid requirements. Chairman Springer also recommended tying that amount with some type of consumer price index.

### III. OTHER ITEMS

#### A. Board Retreat

Commissioner McCormick discussed several items regarding the Authority Board Retreat scheduled for February 2, 2002. He noted that a packet is being developed that will be distributed to the Board prior to the Retreat.

Chairman Springer asked if one of the goals of the Retreat was for Board members to refamiliarize themselves with Authority documents, including the Mission Statement and Vision Statement. Commissioner McCormick responded that refamiliarization with the documents is an important goal of the Retreat. He noted that another goal should be the review and revision of the Mission Directives, as well as consideration of a Board Member Code of Ethics document. He also requested that each Board member consider his/her top three (3) expectations of the Airport Manager position since the Position Profile for this position will be reviewed. Commissioner McCormick furthered that previous retreats have helped to lay the framework for more efficient and focused Workshops.

### IV. ADJOURNMENT

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

The meeting was adjourned at 6:12 pm.

APPROVED AND ADOPTED THE 15<sup>TH</sup> DAY OF JANUARY, 2002.

#### **Signature on File**

---

Steve Ammentorp, Chairman

ATTEST:

#### **Signature on File**

---

David J. Anderson, Clerk