

# Walker Field Airport Authority

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## Minutes of the Regular Board Meeting

July 16, 2002

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

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

**ALSO PRESENT:** Mike Sutherland of Sky Adventures, LLC

### I. CALL TO ORDER

The meeting was called to order at 5:16pm.

### II. APPROVAL OF AGENDA

Manager Nystrom requested that the title of Action Item A be changed from "Non-Signatory" to "Signatory" and "Air Service Study" be added as a Discussion Item.

Vice Chairman McCormick moved to approve the Agenda as amended. Commissioner Kirtland seconded. Voice vote: all ayes. Motion carried.

### III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments or communications.

### IV. CONSENT AGENDA

A. Minutes: June 18, 2002 Regular Board Meeting

B. Acknowledgement of Receipt of May, 2002 Financial Statements

On the Statement of Operations, year to date operating revenues are 14.1% higher than budgeted, and year to date operating expenses are 4.5% lower than budgeted.

The net result is an income to retained earnings that is \$118,721 higher than budgeted year to date (an increase in variance by \$13,997 from last month).

Rental cars, aviation fuel tax, non-military governmental operations (leases and landing fees), airline, and parking revenues are over budget (year to date). Close monitoring of expenses during the month resulted in year to date operating expenses that are less than what was budgeted.

On the Balance Sheet, non-restricted cash/investments decreased 3.0%, which corresponded with capital project expenditures. PFC funds increased \$38,718 with continued program collections. Land, Buildings, and Equipment increased \$100,770 with expenditures towards the airfield lighting and electrical building/runway end identifier lights project and fog seal and repainting of Runway 11/29 and 4/22.

Overall, May indicates strong financial performance for the Authority.

**C. Resolution No. 2002-019: Amendment of Walker Field, Colorado, Public Airport Authority By-Laws (Second Reading)**

Staff presented the Board with proposed revisions to the existing WFAA By-Laws. At the May 28, 2002 Regular Board Meeting, the Board discussed proposed revisions to the existing WFAA By-Laws. These proposed revisions modify references pertaining to the:

- Airport Manager
- Other Employees
- Compensation of Employees

The proposed resolution incorporated the changes. Staff recommended that the Board approve the second (2nd) reading of Resolution No. 2002-019: Amendment of Walker Field, Colorado, Public Airport Authority By-Laws and authorize the Chairman to sign the resolution on behalf of the Authority.

**D. Change of Health Insurance Plan with Rocky Mountain Health Plans**

Staff presented the Board with a proposed change in the Authority's health insurance plan. Rocky Mountain Health Plans (formerly Rocky Mountain HMO) recently notified the Authority that the NH10/\$100 (20,30,50%) health insurance plan, in which the Authority's employees participate, will be discontinued effective October 1, 2002. The Authority's existing health plan anniversary date is January 1<sup>st</sup>.

For the three (3) month period between October 1<sup>st</sup> and January 1<sup>st</sup>, Staff reviewed several RMHP plans that most closely resemble the benefits and premiums of the NH10 plan. The FITT Single Track B/\$100 (20,30,50%) plan has slightly reduced benefits and the premiums are currently slightly less than the NH10 plan, but it most closely matches the existing Authority plan. In the meantime, Staff will research other health insurance plans and review available options. Based on this information, Staff will provide a recommendation to the Board at a later Board meeting regarding health insurance coverage for next year.

Commissioner Kirtland inquired if the premiums would be staying level and if the anniversary date would be changing. Staff responded that the premiums for the new plan are currently less than with the existing plan and the intentions are to maintain a January 1<sup>st</sup> anniversary date.

Staff recommended that the Board approve the selection of the FITT Single Track B/\$100 (20,30,50%) health insurance plan through Rocky Mountain Health Plans, with an effective date of October 1, 2002 and a plan anniversary date of January 1, 2003. Additionally, Staff recommended that the Board authorize the Airport Manager to sign the acceptance letter on behalf of the Authority.

**E. Ground Lease Assignment from MACTEC-Environmental Restoration Services, LLC to S.M. Stoller Corporation**

Staff presented the Board with a proposed Ground Lease Assignment from MACTEC-Environmental Restoration Services, LLC to S.M. Stoller Corporation for the Department of Energy's (Grand Junction projects office) operation of the calibration pads and ground lease agreement west of the Timberline Aviation leasehold. MACTEC-ERS requested to assign its lease, which expires May 31, 2003, to Stoller, effective July 22, 2002. Attorney Mike Grattan has reviewed and approved the Consent to Lease Assignment.

Commissioner Gardner inquired if Staff had been out to the lease area to check on the condition of the pads. Staff responded that the pads are in good shape for their age.

Staff recommended the Board approve the Consent to Lease Assignment and requested that the Chairman be authorized to sign the Consent on behalf of the Authority, contingent upon receipt of the \$200 fee for changes to agreements from MACTEC-ERS and receipt of proof of insurance from Stoller.

**F. Ground Sublease Agreement with Sky Adventures, LLC and Harvest Financial Services, LLC**

Staff presented the Board with a proposed Ground Sublease Agreement between Sky Adventures, LLC and Harvest Financial Services, LLC. Sky Adventures requested to sublease 183 square feet of office space to Harvest Financial Services for the non-aeronautical purpose of financial planning services.

Staff recommended that the Board approve the sublease with Harvest Financial Services, LLC and Sky Adventures, LLC contingent upon the following:

1. Sky Adventures, LLC must pay the Authority fair market value for the area to be used for non-aeronautical purposes in the amount of \$2.63 per month, in addition to the regular monthly ground lease rent.
2. The tenant must continue to aggressively pursue an aeronautical subtenant.
3. The lease must be short term (not to exceed one year).
4. The non-aeronautical lease must be able to be terminated on short notice (not greater than 60 days).
5. Authority Attorney Mike Grattan's review of the sublease.



6. Authority receipt of insurance certificate from Harvest Financial Services, LLC, naming the Authority as additional insured.

**G. Bid Award and Contract Agreement for Acquisition of Electronic Fingerprinting System**

Staff presented the Board with a proposed Bid Award and Contract Agreement for the acquisition of an electronic fingerprinting system. The Authority advertised for and received bids to provide an electronic fingerprinting system to meet the federal mandate of performing FBI fingerprint background checks on all airport employees requiring access to the secured areas of the airport.

Based upon the proposals received, Staff recommended that the bid be awarded to Visionics Corporation, based in Texas, with a proposed bid of \$23,750. Staff made the recommendation based on lowest cost and ability to meet the system specifications. This bid award is contingent upon FAA approval of the specifications and the proposed bid, and the offer of an AIP Grant to pay for 90% of the cost. Additionally, Staff recommended that the Board authorize the Chairman to sign the corresponding agreement for a not to exceed amount of \$23,750.

**H. Bid Award and Contract Agreement for Construction of Aircraft Run-Up Apron**

Staff presented the Board with a proposed Bid Award and Contract Agreement for the construction of an aircraft run-up apron on the north side of Runway 11/29. The run-up apron is intended to provide a remote location for aircraft maintenance requiring extended engine "run-ups." Two (2) bids were received for the project:

- Elam Construction: \$140,732.25
- United Companies: \$104,815.92

Commissioner Kirtland inquired about the engineer's estimate of the construction costs. Staff responded that the engineer estimated the construction portion of the project to be \$138,000. Commissioner Gardner asked what type of material would be used for the taxiway and run-up area. Staff stated that asphalt would be used.

Staff recommended the Board approve United Companies' bid of \$104,815.92 and authorize the Chairman to sign the Contract Agreement with United Companies for construction of the aircraft run-up apron contingent upon the Board authorizing and appropriating additional funds in the amount of \$5,000 for this project in Action Item B- "Request for Approval and Appropriation of Funding for Additional FY 2002 Expenses and Capital Items."

Vice Chairman McCormick moved to approve the Items on the Consent Agenda. Commissioner Gardner seconded. Roll call: all ayes. Motion carried.

V. ACTION ITEMS

A. Request by Air Wisconsin Airlines Corporation for Signatory Commercial Aircraft Carrier Status

Staff presented the Board with a request by Air Wisconsin Airlines Corporation for Signatory Commercial Aircraft Carrier status. Air Wisconsin recently provided the Authority with a written request that it be classified as a Signatory Air Carrier per the Authority's Fees & Charges. Air Wisconsin plans to supplement existing United Express service in the Grand Junction-Denver market effective August 4, 2002, resulting in an increased seating capacity of 60 seats per month.

Air Wisconsin was classified as a Signatory Air Carrier until October 31, 2001, at which time Sky West Airlines took over the operations for United Express. To become a Signatory Air Carrier again, Staff suggested to Air Wisconsin that it execute a Use Agreement with the Authority, similar to what was done in the past with Corporate Air, a cargo air carrier, that flew in to the airport daily, but did not lease space. Air Wisconsin is currently in compliance with the Authority's security deposit requirements.

Because of the anticipated net increase in seating capacity for the Grand Junction-Denver market and the Authority's desire to promote air service growth in Grand Junction, Staff recommended that the Board approve Air Wisconsin's request to be classified as a Signatory Air Carrier and authorize the Chairman to sign a Use Agreement with Air Wisconsin upon review and approval by the Authority Attorney.

Vice Chairman McCormick moved to approve the request by Air Wisconsin for Signatory Air Carrier classification. Commissioner Gardner seconded the motion. Voice vote: all ayes. Motion carried.

B. Request for Approval and Appropriation of Funding for Additional FY 2002 Expenses and Capital Items

Staff presented the Board with a request for approval and appropriation of funding for additional FY 2002 expenses and capital items. Commissioner Gardner inquired if Staff expected revenues to exceed expenses. Staff commented that they felt they have taken a conservative view of expenses and revenues. Even with the conservative projections, Staff is confident that the Authority will have a positive net income to retained earnings balance at the end of the year.

Chairman Ammentorp commented that the landscaping improvements on the west side of the Walker Field Drive entrance road look good, and he appreciates the inclusion of additional funding for landscaping in the request for additional capital items. Vice Chairman McCormick asked about the status of the terminal building west column structural repairs. Manager Nystrom responded that Structural Engineer Michael Gaines is working on the design for the repair. The design should be completed by late August.

Vice Chairman McCormick inquired about the type of planning in-place to continue the landscaping process. Manager Nystrom stated that approximately 3

years ago, Staff developed a Landscaping Plan and intended to include funds in the budget each year for landscaping. However, other high priority projects caused the amount available for landscaping to be less than originally projected. Depending on priorities and available funding, Staff hopes to include additional landscaping projects in next year's budget.

Because of the favorable revenue and expense variances and the availability of AIP-25 grant funding (reimbursement for heightened security costs), Staff recommended the appropriation of funds for the following additional expenses and capital items:

<u>Expenses:</u>	
Terminal Repairs.....	\$15,000
 <u>Capital:</u>	
Terminal Building West Column Structural Repair.....	\$60,000
Replace Terminal Building Heating Lines.....	10,000
Aircraft Runup Apron (Additional) .....	5,000
ARFF Vehicle Tires (2) .....	5,000
Walker Field Drive and Parking Lot Landscaping.....	28,000
HVAC Improvements- 2 <sup>nd</sup> ATO .....	10,000
HVAC Upgrades/Materials for Existing System .....	5,500
Pavement Repairs.....	15,000
Terminal Building Aesthetics and Signage Improvements.....	<u>10,000</u>
TOTAL.....	\$163,500

Commissioner Kirtland moved to approve the request for appropriation of funding for additional FY 2002 expenses and capital items as listed. Commissioner McCormack seconded the motion. Voice vote: all eyes. Motion carried.

**VI. DISCUSSION ITEMS**

**A. August Board Workshop**

The Board discussed three (3) possible agenda topics for the August Board Workshop, including: a continued discussion of airport fees and charges; terminal building restaurant/boarding area renovation project; and Authority Customer Service Plan. The consensus of the Board was to include all three (3) topics for discussion at the Workshop.

**B. Air Service Study**

Recently, the Club 20 Transportation Steering Committee met to discuss air service in western Colorado. As a member of the Committee, Manager Nystrom participated in the discussion. The focus of the discussion was to determine what Club 20 can do, if anything, to address air service challenges in western Colorado. The consensus of the Committee was that a study should be conducted to



determine the economic impact of commercial air service in western Colorado's communities.

Club 20 contacted the Colorado Division of Aeronautics to discuss the possibility of incorporating an air service study into a proposed economic impact study that the State is already planning to conduct later this year. At the Colorado Aeronautical Board Meeting in Montrose on July 12<sup>th</sup>, the Aeronautical Board authorized \$250,000 of State funds to be used to conduct an economic impact study of the public airports in Colorado. They also approved a request by Club 20 representatives to allow individual communities to add to the scope of work and pay for research that would determine the economic impact of commercial air service in those communities.

Resort communities are hoping to utilize the results of the economic impact study to encourage local business support for subsidized air service. Manager Nystrom commented that Kent Myers of Air Planners, Inc. is a participant in the Club 20 process. Mr. Myers has been working on the air service development issues in western Colorado since the mid-1980's, and is responsible for putting together the first air service packages for Eagle/Vail. He is now working as a consultant, and is putting revenue guarantee packages together for Montrose, Telluride, and Gunnison. Manager Nystrom stated that Mr. Myers contacted her regarding the possibility of working with Grand Junction to develop additional air service options through revenue guarantee packages. Manager Nystrom has taken the initiative of guiding Mr. Myers into discussions with the Grand Junction Area Chamber of Commerce.

Vice Chairman McCormick inquired about the State of Colorado Division of Aeronautics Economic Impact Study that was completed in the late 1990's. He asked if this proposed study would be a follow-up to the previous study. Manager Nystrom responded that this study would update the information from the previous study. Vice Chairman McCormick questioned how much individualized information the study could incorporate into the final report. Manager Nystrom stated that the details of the methodology to be used for the study have not been finalized. She continued that conceptually the study would consider individual airport/community characteristics, but it will ultimately depend on the consultant who is brought in to handle the survey.

Vice Chairman McCormick inquired about the timeframe of the study. Manager Nystrom responded that the Colorado Aeronautics Board approved to commence the study at last week's meeting, and it will probably begin this Fall. Commissioner Kirtland suggested incorporating the impacts of air freight operations into the study.

## **VII. BOARD COMMITTEE REPORTS**

Vice Chairman McCormick reported that the Ad Hoc Personnel Committee met with Manager Nystrom regarding her goals for implementing a customer service program. The Committee approved her plan and she will be presenting the plan to the Board at the August Board Workshop.

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

Manager Nystrom noted that Staff is working with Skywest Airlines and the Transportation Security Administration (TSA) to have random screenings implemented for all departures so that deplaning passengers can co-mingle with enplaning passengers and so that they can use the boarding area restrooms and visit the gift shop. Manager Nystrom reported that Skywest Airlines is proceeding with drafting a letter to the TSA to effect random passenger screenings for all of its departures.

Chairman Ammentorp inquired about the feedback received from the recent aircraft emergency exercise. Commissioner McCormack responded that the emergency exercise appeared to have been conducted very well. He commented that the exercise was conducted in the evening, and triage was set up on the runway. Had it been during the middle of the day, the heat on the runway could potentially cause problems for the volunteers and responding personnel if not addressed.

## **IX. OTHER ITEMS**

Vice Chairman McCormick inquired if the Authority has processed applications for off-airport flight instructors to obtain permits for their operations. Manager Nystrom responded that the application forms and permit agreements are in the process of being reviewed by the Authority Attorney. The notices will be distributed once the review is completed.

Vice Chairman McCormick inquired as to the status of military air traffic. Manager Nystrom responded that military traffic has decreased compared to the same period last year. However, there has been a substantial increase in BLM slurry bomber operations.

Vice Chairman McCormick commented that he had spoken with Dale Hollingsworth regarding the production of a history book of Walker Field Airport. Vice Chairman McCormick stated that he and Dale Hollingsworth would work together on completing the book.

Commissioner McCormack commented that he had recently attended an Authority meeting with the tenants. At the meeting, comments were received from the tenants that Walker Field is the "best looking" airport in Colorado. The tenants discussed ideas for ensuring that the airport continues to look aesthetically pleasing in the future.

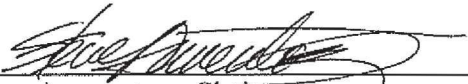
Vice Chairman McCormick inquired if the Authority's Architectural & Development Covenants address aircraft junk yards, unusable aircraft, and the accumulation of those types of unsightly items. Manager Nystrom responded that the boilerplate Ground Lease Agreement addresses those issues. Vice Chairman McCormick suggested that the Board possibly approve a resolution to state its position that specific locations on the airport should be subject to additional aesthetic and design reviews for structures and items on those parcels.




**X. ADJOURNMENT**

There being no further business to come before the Board, Commissioner McCormack moved to adjourn the meeting. Commissioner Kirtland seconded the motion. Voice vote: all ayes. Motion carried. The meeting was adjourned at 6:44 p.m.

APPROVED AND ADOPTED THE 20<sup>th</sup> DAY OF August, 2002.

  
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Steve Ammentorp, Chairman

ATTEST:  
  
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David J. Anderson, Clerk