

Walker Field Airport Authority

Minutes of the Regular Board Meeting

January 21, 2003

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

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

ALSO PRESENT: Gene Murphy of Washington Infrastructure Services, Inc.; Bob Kretschman of the Daily Sentinel; Barbara Krause of Coffee Time, L.L.C.; and Kirk Rider of Younge & Hockensmith, P.C.

I. CALL TO ORDER

The meeting was called to order at 5:15pm.

II. APPROVAL OF AGENDA

Commissioner Springer requested that Consent Agenda Item H- "Amendment No. 11 to Contract with Washington Infrastructure Services, Inc. to Perform Design, Engineering, and Project Administration Services for Airport Improvement Projects: East Air Carrier Ramp Expansion; Water Line Relocation Along Landing View Lane; and Land Acquisition Advisory Services" be relocated to Action Item B.

Manager Nystrom requested that the new Action Item B be modified to "Amendments No. 11 and 12...."

Vice Chairman McCormick requested that Consent Agenda Item J- "Request by Grand Junction Area Chamber of Commerce for Funding for Events Center Feasibility Study" be relocated to Action Item H.

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

III. PUBLIC COMMENTS AND COMMUNICATIONS

Chairman Ammentorp thanked Commissioner Springer for his service on the Board for his initial four (4)-year term, which ended in December 2002, and congratulated him for his reappointment for another four (4)-year term on the Board.

IV. CONSENT AGENDA

A. Minutes: December 17, 2002 Regular Board Meeting

B. Acknowledgement of Receipt of November, 2002 Financial Statements/Accounts Receivable Report

On the Statement of Operations, year to date operating revenues are 13.4% higher than budgeted and year to date operating expenses are 5.2% lower than budgeted. The net result is an income to retained earnings balance of \$340,674. The income to retained earnings reflects revenues of approximately \$179,000 for security/law enforcement cost reimbursements from the Airport Improvement Program (AIP-25) and the Transportation Security Administration (TSA).

Rental cars, aviation fuel tax, non-military governmental operations, airline, and parking revenues exceeded budget projections (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, nonrestricted cash/investments decreased 3.1% as a result of several large capital project invoices being paid. In addition to the expenditures, accounts payable increased \$88,436, reflecting the receipt of several vendor invoices at the end of the month. Passenger Facility Charge (PFC) funds increased \$3,386 (net) with continued program collections and expenditures for the boarding area expansion project and the airfield lighting equipment building/runway end identifier lights project. Land, Buildings, and Equipment increased \$305,605 with expenditures towards:

- PFC projects
- general aviation area expansion
- passenger security screening checkpoint modifications
- terminal building west column structural repairs
- restroom renovations
- restaurant renovations

Overall, November yielded favorable financial performance for the Authority.

C. Designation of Public Places for Posting Notices of Meetings of the Airport Authority Board of Commissioners

Colorado State law requires that the Authority designate the public place or places for posting notices of meetings of the Authority Board of Commissioners. The Authority By-Laws require that notices of such meetings be posted in at least three (3) places within the City of Grand Junction, three (3) places within Mesa County, and in the Mesa County Courthouse.

Staff recommended that the Board approve the designation of the following locations for posting notices of meetings of the Authority Board of Commissioners:

- Grand Junction City Hall (within City)
- Mesa County Administration Building (within City)
- Mesa County Public Library (within City)
- Two Rivers Convention Center (within City)
- Debeque City Hall (within County)
- Fruita City Hall (within County)
- Palisade City Hall (within County)
- Collbran City Hall (within County)
- Walker Field Airport Terminal Building (within City)
- Mesa County Courthouse (within City)

D. Resolution No. 2003-001: Resolution of the Board of Commissioners Regarding Authority to Execute Contracts Under \$10,000 for the Walker Field, Colorado, Public Airport Authority

At the August 15, 2000 Regular Board Meeting, the Board approved a resolution which would authorize the Airport Manager to sign certain contract agreements without prior Board approval. These contracts include those agreements with vendors and contractors which are either routine in nature or which are materially small in dollar amount. The existing resolution expires, if not renewed, on January 31, 2003.

Resolution No. 2003-001 renews the authority granted previously to the Airport Manager to execute contracts under \$10,000 on behalf of the Authority. If approved by the Board, this authority would expire on January 31, 2004 unless renewed again by the Board.

E. Resolution No. 2003-002: Resolution of the Board of Commissioners Regarding Authority to Execute Leases for the Walker Field, Colorado, Public Airport Authority

At the August 15, 2000 Regular Board Meeting, the Board approved a resolution which would authorize the Airport Manager to sign standardized Ground Lease Agreements without prior Board approval as long as the Agreements are unaltered from the standard form (other than information in subparagraphs 1.1 to 1.14 being inserted). In September, 2000 (and amended in November, 2001), the Board approved a standardized Building Use and Lease Agreement. This Agreement, standardized Ground Lease Agreement, and Sublease Agreement are referred to as "Form Leases."

In January, 2002, the Board approved a resolution granting authority to the Airport Manager to sign the Form Leases, and then apprise the Board at each Regular Board Meeting of any such leases which were signed during the previous month.

Resolution No. 2003-002 renews the authority granted to the Airport Manager to sign Form Leases as outlined by the Board. The wording is the same as the

resolution approved last year. The resolution would expire, if not renewed, on January 31, 2004.

F. **Resolution No. 2003-003: Financing Agreement with Wells Fargo Brokerage Services, LLC to Expand Terminal Building Boarding Area/Installation of Loading Bridges**

At the April 16, 2002 Regular Board Meeting, the Board authorized Staff to secure up to \$1,480,000 of financing from Wells Fargo Brokerage Services, LLC for the "Expand Terminal Building Boarding Area/Installation of Loading Bridges" project. The financing is in the form of tax-exempt Enterprise Revenue Notes.

Per Authority Attorney Kirk Rider, State law requires that the authorizing resolution contain the revenue note details and be adopted by the Board at a duly called meeting.

Because of specific characteristics of this Private Activity Bond (PAB) transaction, additional notice and a public meeting are required per the Tax Equity and Fiscal Responsibility Act (TEFRA). The TEFRA meeting will be held on Tuesday, February 4th, at 9:00am and will provide the public with an opportunity to register any comments pertaining to the proposed transaction.

Chairman Ammentorp stated for the record that as a part of this resolution, the note details are to be included in the minutes:

The Notes shall be issued as fully registered notes without coupons, dated as of their date of issue, starting with the number R-1, payable to the Registered Owner. The Notes shall bear interest from the date amounts are drawn against them by the Airport (each a "Draw Date") to their maturity date, at the per annum interest rate determined of the respective Draw Dates, but in no event greater than 3.60%. Principal and interest on the Notes shall be payable on June 15th and December 15th of each consecutive year, commencing June 15, 2003. In no event may the Airport draw more than a total of \$1,200,000 in the aggregate against the Note.

If, upon presentation at maturity, payment of the Notes is not made as required by the resolution, interest shall continue thereon at the interest rate designated in the Notes until the principal thereof is paid in full. The Notes mature on December 15, 2006. The principal and interest due in connection with the Notes shall be payable in lawful money of the United States of America, without deduction for exchange or collection charges, solely out of the Note Fund.

The Authority shall cause books for the registration and for the transfer of the Notes to be kept by the Registrar. The Registrar is hereby constituted and appointed the paying agent, transfer agent and bond registrar of the Authority with respect to the Notes and is hereby authorized and approved.

Staff recommended that Resolution No. 2003-003, authorizing the issuance of the Walker Field, Colorado, Public Airport Authority's Enterprise Revenue Notes

Series 2003, in the form presented to the Board in the "Certified Record of Proceedings," be:

- adopted by the Board, contingent upon no written objections being received from the public regarding this transaction prior to or at the TEFRA meeting; and
- the Chairman, another Board member other than the Chairman or Vice Chairman, and Staff be authorized to sign Resolution No. 2003-003 and any other documents necessary for the completion of this transaction on behalf of the Authority upon review and approval of the Authority Attorney.

G. Request for Reauthorization of FY 2002 Capital Project Appropriations

In 2002, the Board appropriated funding for the following projects. Because the final invoices for these projects will be dated after December 31, 2002, it is necessary to reauthorize a portion of the unused appropriations for these projects for FY 2003.

<u>Project</u>	<u>Original Authorized</u>	<u>Carryover Request</u>	<u>Project Total</u>
AIP-20 (Air Carrier Ramp).....	\$63,807	\$374	\$63,807
AIP-21 (ALP Update).....	42,517	6,425	42,517
Term Bldg Column Repair- Design	5,000	4,200	5,000
Term Bldg Column Repair, Replace Heating Lines, Floor Rehabilitation, and Air Carrier Ramp Reconstr.....	165,500	13,048	165,500
HVAC Upgrades/Materials for ATO Office.....	5,500	4,708	5,500
Term Bldg Aesthetics and Signage	10,000	1,012	10,000
Term Bldg Restroom Renovations	19,500	7,133	19,500
Outside Smoking Area Furniture	500	500	500
Playland (Non-Sec Area) Furniture.....	500	500	500
Term Bldg Lighting Control System	4,000	2,305	4,000
PA System Upgrades	4,000	4,000	4,000
Term Bldg Tile Replacement	18,000	1,097	18,000
Airline Ticket Counter Renovations	3,000	1,113	3,000
Landscaping-WF Dr. and Parking Lot.....	28,000	3,851	28,000
AIP-28 Advance Project Costs.....	15,000	7,522	15,000
Aircraft Run-Up Area	125,000	11,245	125,000
ARFF Vehicle Acquisition	100,000	100,000	100,000
AIP Local Match for FY 2002 Grants	150,000	115,818	150,000
ARFF Vehicle Command Lighting	10,000	10,000	10,000
TOTAL	\$769,824	\$294,851	\$769,824

The proposed reappropriations do not increase the project costs to the Authority. Instead, the reappropriations are necessary for FY 2003 capital budget requirements. Thus, Staff recommended that the Board reappropriate \$294,851 for the above-listed projects.

H. Building Use and Lease Agreement with Coffee Time, LLC

The Authority and Coffee Time entered into a Use and Lease Agreement for a term of November 1, 1999 through October 31, 2002 with two successive one-year renewal terms ending October 31, 2004. At the May 28, 2002 Regular Board Meeting, Coffee Time requested to renew both one-year terms simultaneously, to expire on October 31, 2004. The Board approved the request and directed Staff to draft a new agreement for Board review at a later date.

During this same time period, the Authority conducted a customer service survey, and the survey indicated customer dissatisfaction with the restaurant hours and service delivery. The issues contained in the customer service survey have been discussed with Coffee Time, and a new lease was drafted to include the approved two-year extension, expiring on October 31, 2004 and expanded hours of operation. Additionally, both parties have the right to cancel this Agreement without cause by giving 30 days prior written notice to the other of said termination. The previous Use and Lease Agreement will become null and void on the commencement date of this proposed new agreement.

Since the Board has already approved the lease extension and Coffee Time has agreed to expand its hours of operation, Staff recommended that the Board approve the Building Use and Lease Agreement with Coffee Time, LLC and authorize the Chairman to sign the agreement on behalf of the Authority.

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

V. ACTION ITEMS

A. Election of 2003 Walker Field Airport Authority Officers

The Authority By-Laws require that the election of officers for a new year be held at the first regular Board meeting in January. The positions include: Chairman (a Board member), Vice Chairman (a Board member), Treasurer (historically the Airport Manager), Clerk (a Staff member), and Deputy Clerk (a Staff member). In 2002, the following Staff members served as officers: Treasurer- Corinne Nystrom; Clerk- David Anderson; and Deputy Clerk- Charlie Novinskie.

The ad hoc Board Nominating Committee nominated Vice Chairman McCormick to serve as Chairman, Commissioner Gardner as Vice Chairman, Manager Nystrom as Treasurer, David Anderson as Clerk, and Charlie Novinskie as Deputy Clerk.

Commissioner Springer moved to elect the officer nominees for 2003 as presented.
Commissioner Berryman seconded. Voice Vote: all ayes. Motion carried.

Chairman McCormick presented outgoing Chairman Ammentorp with a plaque in recognition and thanks for his service as Board Chairman in 2002.

B. Amendments No. 11 and 12 to Contract with Washington Infrastructure Services, Inc. to Perform Design, Engineering, and Project Administration Services for Airport Improvement Projects: East Air Carrier Apron Expansion; Water Line Relocation Along Landing View Lane; and Land Acquisition Advisory Services

This proposed contract amendment with Washington Infrastructure Services, Inc. (WIS) is for the design, engineering, and project administration for the expansion of the east air carrier apron, relocation of a 30" Ute Water line along Landing View Lane, and professional services to assist in land acquisition for future air cargo development. The air carrier expansion project will create an additional 45,000 sq. ft. of concrete ramp to the east, allowing FedEx to reposition its aircraft closer to its ground support equipment. It will also provide needed aircraft parking for signatory air carrier operations, charter flights, and diverted aircraft. The relocation of the water line along Landing View Lane is necessary as a part of the development of the planned air cargo facility.

The land acquisition advisory services would include assistance with ensuring that all FAA regulations are adhered to during the acquisition process. WIS's services could also include assisting the Authority in streamlining the process to acquire the Hall property. WIS would serve in an advisory capacity only, as Staff would conduct the actual negotiations with the landowner.

These are all federal Airport Improvement Program (AIP) projects. As such, design, engineering, and project administration must meet all FAA requirements, including, but not limited to, specific design standards for construction, a Disadvantaged Business Enterprise program, grant application, Exhibit 'A' update, scope of work design, design report, FAA certification, minimum wage rates, and Airport Layout Plan (ALP) update.

WIS fees for the air carrier apron project:

- Basic Services = \$98,890
- Construction Admin. and Field Engineering = \$179,390
- Special Services (Surveying, Soils, Testing) = \$14,000

Total air carrier apron project fees = \$292,280

WIS fees for design of water line relocation = \$21,077

WIS fees for land acquisition advisory services: not to exceed \$10,000

These fees are eligible for 90% federal reimbursement as part of the overall project cost. The total cost to the Authority would be \$32,336. Estimated project construction costs are \$1,500,000 for the apron expansion and \$350,000 for water line relocation.

Engineering fees for these projects are submitted for an independent review as required by the FAA and further negotiated by Authority Staff, with the results reported to the FAA for final concurrence. The independent reviewer estimated the engineering costs for the air carrier apron expansion at \$300,000. An independent review of fees for the water line relocation and land acquisition advisory services was not required.

Commissioner Springer inquired why land acquisition services are needed. Staff responded that WIS would serve the Authority in an advisory capacity and assist the Authority in complying with stringent FAA regulations and procedures for land acquisition. The primary goal of the FAA regulations is to protect the landowner by ensuring that an opportunity for a full and fair valuation hearing is provided.

Chairman McCormick inquired if there are any anticipated environmental issues that may affect the proposed land acquisition. Gene Murphy of WIS commented that the environmental issues surrounding this transaction appear to be minimal even though the land had been previously disturbed (not pristine). The initial environmental review of the property has been completed.

Commissioner Springer inquired about how the Authority is progressing with the land acquisition. Staff commented that the initial survey of the land and two (2) appraisals have been completed. Although the second appraisal was only supposed to be a review of the procedures used in the first appraisal, the second appraiser placed a value on the property that substantially differed from the first appraisal.

Commissioner Ammentorp inquired if WIS would serve in more of an oversight capacity during the land acquisition process. Mr. Murphy stated that WIS would be available for consultation with the Authority when needed. Commissioner Springer commented that he was troubled with the Authority hiring a consultant to provide this service.

Staff recommended that the Board approve and authorize the Chairman to sign Amendments No. 11 & 12 to the Washington Infrastructure Services, Inc. underlying agreement, with a not to exceed amount of \$323,357, pending FAA concurrence and receipt of federal funds through the AIP Grant program.

Commissioner Kirtland moved to approve and authorize the Chairman to sign Amendment No. 11 to the Contract with Washington Infrastructure Services, Inc. to Perform Design, Engineering and Project Administration Services for Airport Improvement Program Projects: East Air Carrier Apron Expansion and Water Line Relocation Along Landing View Lane. Commissioner Springer seconded the motion. Voice vote: all ayes. Motion carried.

Commissioner Ammentorp moved to approve and authorize the Chairman to sign Amendment No. 12 to the Contract with Washington Infrastructure Services, Inc. to Perform Design, Engineering and Project Administration Services for Airport Improvement Program Project: Land Acquisition Advisory Services. Commissioner Springer seconded the motion. Voice vote: all ayes, except for Commissioner Springer, who voted against the motion. Motion carried.

C. **Public Hearing Regarding the Proposed Sale of Serial Maturity Revenue Bonds Associated with Passenger Terminal Building Improvements and Upgrades**

D. Resolution No. 2003-004: Resolution for Sale of Serial Maturity Revenue Bonds Associated with Passenger Terminal Building Improvements and Upgrades

At the October 15, 2002 Regular Board Meeting, the Board approved the issuance of serial maturity bonds for passenger terminal building improvements and upgrades. The projected total cost of the projects is approximately \$1,500,000. At the December 17, 2002 Regular Board Meeting, the Board approved a reimbursement resolution to authorize the commencement of specific projects that will be initially paid for with Airport Authority funds and then reimbursed with bond proceeds.

To commence the sale of the tax-exempt serial maturity bonds, the proposed resolution must be approved by the Board. It sets forth the parameters with which the sale must comply, including:

- interest rate for the bonds will not exceed 5.90%;
- principal amount of the bonds will be up to \$1,800,000; and
- repayment term of ten (10) years

Because of specific characteristics of this Private Activity Bond (PAB) transaction, additional notice and a public meeting are required per the Tax Equity and Fiscal Responsibility Act (TEFRA). The TEFRA public hearing was held at this time to provide the public an opportunity to register any comments pertaining to the proposed transaction. Notice of the public hearing was published in accordance with TEFRA requirements.

Chairman McCormick asked if there were any comments from the public regarding this proposed transaction. No comments were received.

Staff recommended that the Board adopt Resolution No. 2003-004: Resolution for Sale of Serial Maturity Revenue Bonds Associated with Passenger Terminal Building Improvements and Upgrades and that the Chairman, another Board member other than the Chairman or Vice Chairman, and Staff be authorized to sign Resolution No. 2003-004 and any other documents necessary for the completion of this transaction on behalf of the Authority upon review and approval of the Authority Attorney.

Commissioner Springer moved to adopt Resolution No. 2003-004: Resolution for Sale of Serial Maturity Revenue Bonds Associated with Passenger Terminal Building Improvements and Upgrades and that the Chairman, another Board member other than the Chairman or Vice Chairman, and Staff be authorized to sign Resolution No. 2003-004 and any other documents necessary for the completion of this transaction on behalf of the Authority upon review and approval of the Authority Attorney. Commissioner McCormack seconded the motion. Roll call: all ayes. Motion carried.

E. Resolution No. 2003-005: Resolution Concerning Execution of Documents Pertaining to Bank Accounts

Because of changes in Authority Board officers, it is necessary to update the Authority's Banking Resolution. The Resolution is sent to all financial institutions

with whom the Authority conducts business. The proposed Banking Resolution is the same as last year's Resolution.

To decrease the time between the election of officers and the updating of signature cards at the Authority's depository institutions, Staff recommended that the Board approve Resolution No. 2003-005: Resolution Concerning Execution of Documents Pertaining to Bank Accounts contingent upon the insertion of the Board officers' and Staff members' names resulting from the election of officers.

Commissioner Kirtland moved to approve Resolution No. 2003-005: Resolution Concerning Execution of Documents Pertaining to Bank Accounts contingent upon the insertion of the Board's officers' and Staff members' names resulting from the election of officers. Commissioner Ammentorp seconded. Roll call: all ayes. Motion carried.

F. Request for Approval and Appropriation of Funding for Additional FY 2003 Capital Project Items

Current FY 2003 appropriated operating expenses total \$1,815,944 (excluding depreciation). If operating revenues and expenses for FY 2003 match exactly what was budgeted for the year, the December 31, 2003 non-restricted cash/cash reserves balance is projected to be \$952,942. This is a targeted objective for the Authority.

Because of the favorable year-end FY 2002 revenue and expense variances, Staff recommended the approval and appropriation of funds for the following capital items:

Capital:

2 nd Floor Office Space Renovations	\$87,000
Term. Bldg.- Repair and Relocate Fire Alarm Panel.....	10,000
Term. Bldg. Floor Rehabilitation (Add'l).....	8,000
New Exit Doors from Passenger Boarding Area.....	6,500
Public Area Tables and Chairs	10,000
Terminal Building Lighting/Signage Upgrades	55,000
AIP-28 Advance Project Costs (Add'l).....	11,500
2 nd ATO Airline Ticket Counter Renovations.....	<u>12,000</u>
TOTAL	\$200,000

Manager Nystrom commented that the Transportation Security Administration (TSA) wishes to locate a portion of its operations into the space recently vacated by Two Rivers Pilot Supply. The Authority is awaiting the receipt of written confirmation from the TSA that they will lease the space prior to proceeding with the renovations.

Chairman McCormick inquired if a Grand Junction Police Department (GJPD) substation would be incorporated into the proposed new TSA leasehold. Manager Nystrom stated that preliminary discussions are currently taking place between TSA and the GJPD regarding a substation.

As a part of the 2nd floor office space renovations project, Manager Nystrom commented that the largest project cost component will be heating, ventilation, and air conditioning (HVAC) improvements that meet TSA standards. The cost of the improvements will be incorporated into the TSA lease rate.

Commissioner Berryman inquired about the preliminary discussions regarding the term of a lease agreement between the TSA and the Authority for the new office space. Staff noted that the TSA has requested an initial five (5)-year term with a two (2)-year minimum guarantee and a right to terminate the agreement within thirty (30) days after the 2-year anniversary date.

Commissioner McCormack moved to approve the appropriation of funds for additional capital items in the amount of \$200,000. Commissioner Springer seconded. Voice vote: all ayes. Motion carried.

G. Airport Manager Year-End Performance Evaluation

On December 30, 2002, the ad hoc Personnel Committee met with Airport Manager Nystrom to evaluate the status of the WFAA Customer Service and Customer Relations Improvement Program. Based upon this evaluation, the Committee recommended to the Board that the Airport Manager receive a performance award in the amount of \$2,000, payable retroactive to December 30, 2002.

Commissioner Kirtland commented that the ad hoc Personnel Committee is pleased with Manager Nystrom's performance, and many good changes have been implemented over the past year as a part of the WFAA Customer Service and Customer Relations Improvement Program. Commissioner Springer concurred and added that the Board, through the ad hoc Personnel Committee, established significant challenges for Manager Nystrom, which she accomplished. Chairman McCormick recommended that the ad hoc Personnel Committee conduct a market salary survey for the Airport Manager position at some point in the future.

Commissioner Berryman moved to approve a performance award for Airport Manager Nystrom in the amount of \$2,000, payable retroactive to December 30, 2002. Commissioner Ammentorp seconded. Voice vote: all ayes. Motion carried.

H. Request by Grand Junction Area Chamber of Commerce for Funding for Events Center Feasibility Study

At the November, 2002 Board Workshop, the Board discussed a request by the Grand Junction Area Chamber of Commerce (Chamber) for the Authority to participate with other community entities in funding a feasibility study for an events center to be constructed in the Grand Junction area. Potential sites for an events center may be located near Walker Field Airport. The location of an events center near the airport would have an impact upon both facilities.

The Board discussed making a contribution of \$1,000 for the study. The final negotiated price for conducting the feasibility study is \$41,500, to be conducted by "Convention, Sports and Leisure International" of Minneapolis. Because of the cost of the study, coupled with the recent funding commitments received from

other community organizations, the Chamber requested that the Authority and other community organizations increase their preliminary funding commitments by \$900 each. Thus the Authority's contribution would be \$1,900 for the feasibility study instead of \$1,000.

Manager Nystrom stated that the Chamber advertised the feasibility study for bids and received three (3) proposals. The Chamber selected Convention, Sports and Leisure International, which was the midrange bid, because the firm is familiar with the Grand Junction area, having completed a market and financial study for the City of Grand Junction and Two Rivers Convention Center in 1999. Its initial estimate to perform these services was \$56,000, but through negotiations, the final price was reduced to \$41,500. At this time, the Chamber has total financial commitments of \$36,000. The project will take 12 to 14 weeks to complete with a starting date of approximately February 1st.

Because of the possible land use issues involved with the various recommended sites for an events center and the potential effect upon airport operations that may result from such a facility, Staff recommended that the Board authorize a \$1,900 contribution to the Grand Junction Area Chamber of Commerce for the events center feasibility study.

Commissioner Berryman expressed concern regarding the revised contribution request—the Chamber may request additional funding even after receiving increased contributions from the donating entities. Commissioner Springer concurred, noting that the Authority should exercise caution. However, Commissioner Springer stated that the Authority should be a part of the feasibility study and planning process from the beginning, not as an afterthought. Chairman McCormick commented that the requested contribution of \$1,900 is a minimal amount compared with the important benefits to be derived from participating in the feasibility study.

Commissioner Springer moved to authorize a contribution to the Grand Junction Area Chamber of Commerce in an amount not to exceed \$1,900 for the events center feasibility study. Commissioner Berryman seconded. Voice vote: all ayes. Motion carried.

VI. DISCUSSION ITEMS

There were no Discussion Items.

VII. BOARD COMMITTEE REPORTS

A. Appointment of ad hoc Personnel Committee Members

Chairman McCormick reported that Commissioner Springer and Commissioner Kirtland agreed to serve again on the ad hoc Personnel Committee. Vice Chairman Gardner will also serve on the Committee.

Commissioner Springer inquired if the Board felt that there should be more rotation of Board members on the ad hoc Personnel Committee to bring new

perspectives to the Committee. Chairman McCormick commented that Vice Chairman Gardner would bring a new perspective, while the existing members will provide continuity.

B. Annual Board Retreat

Chairman McCormick recommended that the Board schedule a half-day retreat to review the Authority's Mission and Vision Statements and to discuss upcoming capital projects and how they relate to the Airport's Master Plan and Airport Layout Plan. Commissioner Berryman recommended that the Board also discuss the aircraft passenger loading bridges.

The consensus of the Board was to proceed with scheduling a retreat, tentatively on either the 2nd or 3rd Saturday in February.

VIII. AIRPORT MANAGER'S REPORT

Commissioner Berryman requested an update regarding the State of Colorado Public Airports Economic Impact Study. Manager Nystrom stated that the State Division of Aeronautics is in the process of negotiating fees with the consultant who was selected during a formal bid process.

Chairman McCormick expressed concern that the entrance to the terminal building 1st floor restrooms is obstructed as a result of the tile replacement project, which is in-progress. Manager Nystrom stated that Staff will inspect the area and immediately address any safety and customer service issues associated with that project.

Commissioner McCormack suggested that the Authority develop a response plan for air service to Denver in the event United Airlines ceases service in the Grand Junction to Denver market. Manager Nystrom responded that Staff is reviewing the possible effects upon the Authority's revenue stream should that scenario occur. She noted that because Walker Field Airport is served by two (2) other affiliate air carriers, passengers from smaller communities in western Colorado and eastern Utah whose airports rely heavily upon air service from United Airlines, may choose to fly out of Walker Field. Chairman McCormick concurred with Commissioner McCormack and recommended that Staff review several "what-if" scenarios regarding this issue.

IX. ADJOURNMENT

Commissioner Springer moved to adjourn. Commissioner Berryman seconded. Voice vote: all ayes. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 6:41 p.m.

APPROVED AND ADOPTED THE 18th DAY OF FEBRUARY, 2003.

SIGNATURE ON-FILE

Robert W. McCormick, Chairman

ATTEST:

SIGNATURE ON-FILE

David J. Anderson, Clerk