

# Walker Field Airport Authority

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## Minutes of the Regular Board Meeting

August 19, 2003

**BOARD COMMISSIONERS PRESENT:** Miles McCormack James Gardner  
Robert McCormick Karen Berryman  
Roger Little Gregg Palmer

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

**ALSO PRESENT:** Kevin Oxley of Johnson Controls, Inc.; Gene Murphy and Kevin Ensor of Washington Group International; Tom Hall of W.R. Hall, L.L.C.; Bob Kretschman of the Grand Junction Daily Sentinel; Mike Foutz of FCI Constructors; Joe Marie of Federal Express; and Authority Attorney Mike Grattan

### I. CALL TO ORDER

The meeting was called to order at 5:23 p.m.

### II. APPROVAL OF AGENDA

Manager Nystrom requested that Action Item B- "Approval and Appropriation of Funds from Bond Proceeds for Terminal Building Boarding Area Expansion" and Action Item C- "Supplementary Agreement with FCI Constructors for Terminal Building Boarding Area Expansion" be changed to Discussion Items A & B, respectively.

Commissioner McCormack moved to approve the agenda as amended. Commissioner Berryman seconded. Voice vote: all ayes. Motion carried.

### III. PUBLIC COMMENTS AND COMMUNICATIONS

Commissioner Palmer thanked Commissioner McCormack for setting up a tour of West Star Aviation's facility for him and Commissioner Little.

### IV. CONSENT AGENDA

#### A. Minutes: July 21, 2003 Regular Board Meeting

**B. Acknowledgement of Receipt of June, 2003 Financial Statements/Accounts Receivable Report**

On the Statement of Operations, continued progress is being made to maintain a positive budget variance between operating revenues and operating expenses. Year to date operating revenues are slightly under budget (2.4%), but close monitoring of expenses has resulted in year to date operating expenses that are 7.6% lower than budgeted. Including depreciation, the net result is an income to retained earnings balance of \$58,163. This is 2.1 % more than budgeted year to date.

Year to date Operating Income Before Depreciation (OIBD) is \$373,740. This amount is 12.9% higher than budgeted year to date.

Parking revenues and air cargo aircraft landing fees exceeded budget projections (year to date). Because of reduced general aviation and military aircraft operations, fuel flowage revenues are still under budget. Rental car revenues also continue to be less than budgeted.

On the Balance Sheet, nonrestricted cash/investments decreased 5.3% primarily from the payment of several large vendor payments. Land, Buildings, and Equipment increased \$57,426 with expenditures for:

- Landscaping along Walker Field Drive and between the terminal building and the parking lot.
- Land acquisition costs for the air cargo facility.
- PFC terminal building boarding area expansion project.
- Design work associated with the terminal building stairway improvements, entryway renovations, and roof replacement.
- Computer system upgrades.

Accounts receivable decreased \$5,017 as a result of the receipt of several customer payments. Accounts payable decreased \$52,259 as a result of the payment of several large vendor invoices. PFC funds increased \$1,719 (net) with continued program collections and expenditures for the terminal building boarding area expansion project.

Overall, June yielded positive financial performance for the Authority.

**C. Second Addendum to Use and Lease Agreement with SkyWest Airlines, Inc**

SkyWest currently leases space located in the Second (2<sup>nd</sup>), Third (3<sup>rd</sup>), and Fourth (4<sup>th</sup>) Airline Ticket Offices (ATOs) on the first (1<sup>st</sup>) floor of the terminal building. This includes shared 2<sup>nd</sup> ATO common access consisting of 36 square feet. To accommodate Great Lakes Aviation in the adjacent 1<sup>st</sup> ATO, the common access for the 2<sup>nd</sup> ATO must now be shared by more than three (3) parties, but is currently limited to three (3) or fewer parties in the lease agreement with SkyWest Airlines. Since the Transportation Security Administration (TSA), Thunder Mountain Ground Services, Mesa Airlines, Great Lakes Aviation, and SkyWest Airlines must share the 2<sup>nd</sup> ATO common access, the Second Addendum eliminates SkyWest's shared portion of the 36 square feet from its lease agreement effective August 1, 2003.

Staff recommended approval of the Second Addendum to Use and Lease Agreement and that the Chairman be authorized to sign the Addendum on behalf of the Authority.

**D. Second Addendum to Use and Lease Agreement for Passenger Terminal Building with Thunder Mountain Ground Services, Inc.**

Thunder Mountain Ground Services, Inc. currently leases space in the Second Airline Ticket Office (2<sup>nd</sup> ATO). This space includes shared ATO common access area consisting of 36 square feet. To accommodate Great Lakes Aviation, Ltd in the adjacent First (1<sup>st</sup>) ATO, the common access area for the 2<sup>nd</sup> ATO must be shared by more than three (3) parties. The Authority's existing Use and Lease Agreement for Passenger Terminal Building with Thunder Mountain limits access to three (3) or fewer parties. Since the Transportation Security Administration (TSA), Thunder Mountain, Mesa Airlines, Great Lakes Aviation, and SkyWest Airlines must share the ATO common access area, this proposed Second Addendum eliminates Thunder Mountain's shared portion of the 36 square feet from its lease agreement with an effective date of August 1, 2003.

Staff recommended that the Board approve the Second Addendum to Use and Lease Agreement for Passenger Terminal Building with Thunder Mountain Ground Services, Inc. and authorize the Chairman to sign the Addendum on behalf of the Authority.

**E. First Addendum to Use and Lease Agreement with Mesa Airlines, Inc.**

Mesa Airlines, Inc. currently leases space in the First Airline Ticket Office (1<sup>st</sup> ATO) on the first (1st) floor of the terminal building, which includes a shared common access area consisting of 36 square feet. In order to accommodate the Transportation Security Administration's (TSA's) Explosives Trace Detection (ETD) units and Great Lakes Aviation, Ltd., it became necessary to relocate the 1<sup>st</sup> ATO common access to the Second (2<sup>nd</sup>) ATO common access area. The proposed First Addendum eliminates Mesa's shared portion of the 36 square feet from its Use and Lease Agreement effective August 1, 2003. Additionally, since TSA, Thunder Mountain, Mesa Airlines, Great Lakes Aviation, and SkyWest Airlines must all share the 2<sup>nd</sup> ATO common access, none of the parties will pay for the access through the 2<sup>nd</sup> ATO.

Staff recommended that the Board approve the First Addendum to Use and Lease Agreement and authorize the Chairman to sign the Addendum on behalf of the Authority.

**F. Airport Improvement Program No. 03-08-0027-27 Grant Agreement: Security Access System, East Air Carrier Ramp Reconstruction, Design & Engineering for Ute Water Line Relocation**

The Airport Authority applied for, and has received, a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant for the following in FY 2003:

- Security Access System Acquisition and Installation
- Air Carrier Apron Expansion and Reconstruction
- Design and Engineering of Ute Water Line Relocation in Conjunction with the Air Cargo Facility Project

The expected total cost of these projects, including engineering and administration costs, is \$1,506,000. The total grant amount is \$1,365,000. The difference in grant funding and total project amount will be paid with a combination of Authority funds and a Colorado Division of Aeronautics Grant. Both have already been appropriated. Staff has scheduled this grant for City of Grand Junction (September 3<sup>rd</sup>) and Mesa County (August 25<sup>th</sup>) consideration.

Staff recommended that the Board accept and authorize the Chairman to sign AIP Grant No. 2-08-0027-27 for Security Access System Acquisition and Installation, East Air Carrier Ramp Reconstruction, and Design and Engineering for Ute Water Line Relocation.

**G. Airport Improvement Program No. 03-08-0027-28 Grant Agreement: Land Acquisition**

The Airport Authority applied for, and has received, a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant for the following property to be acquired in FY 2003:

- Hall Property

This property is located along the southwest section of the airport bordering Landing View Lane and is approximately 15 acres in size. The agreed upon price for the property is \$600,000 net to Seller plus an additional \$28,000 in acquisition costs. The total grant amount is \$570,000. The difference in grant funding and total purchase amount will be paid with a combination of Authority funds and a Colorado Division of Aeronautics Grant. Both have already been appropriated. Staff has scheduled this grant for City of Grand Junction (September 3<sup>rd</sup>) and Mesa County (August 25<sup>th</sup>) consideration.

Staff recommended that the Board accept and authorize the Chairman to sign AIP Grant No. 2-08-0027-28 for Land Acquisition.

**H. Supplemental Co-Sponsorship Agreements with City of Grand Junction and Mesa County**

As a part of each Grant Agreement, the Federal Aviation Administration (FAA) requires that the Authority, the City of Grand Junction, and Mesa County enter into a Supplemental Co-Sponsorship Agreement that further outlines each entity's commitment to adhere to the requirements of the Grant Agreement and to utilize appropriate land use planning and zoning that is compatible with the airport.

Staff recommended that the Board authorize the Chairman to sign the Supplemental Co-Sponsorship Agreements with the City of Grand Junction and Mesa County for the AIP-27 and AIP-28 grants.

**I. Amendment No. 13 to Contract with Washington Infrastructure Services, Inc. for Engineering and Project Administration Services for Airport Improvement Program No. 03-08-0027-27: Security Access System Installation**

This amendment with Washington Infrastructure Services is for the engineering and project administration services associated with the installation, testing, and acceptance of a new security access system in the passenger terminal building and to the air carrier apron. Services include pre-bid, bidding, pre-construction coordination with the contractor and the FAA, construction management plan, coordinating the Disadvantaged Business Enterprise (DBE) program, construction oversight and field engineering, testing and acceptance, weekly and monthly reports for FAA, updating the Airport Layout Plan (ALP), and project close out coordination and administration to meet FAA requirements.

- Contract Amount: \$63,685

These fees are subject to FAA review and approval and have been accepted by the FAA as fair and reasonable. They will be funded with 90% federal funds as part of the AIP-27 Grant. The Authority's portion has already been appropriated at a not to exceed amount of \$6,369. Additionally, field engineering and project oversight are billed at actual cost only.

Staff recommended that the Board approve and authorize the Chairman to sign Amendment No. 13 to Contract with Washington Infrastructure Services, Inc. for Engineering and Project Administration Services for Airport Improvement Program Project No. 3-08-0027-27: Security Access System Installation in an amount not to exceed \$63,685.

**J. Bid Award and Contract for Security Access System**

This project replaces the existing access control system in the passenger terminal building and at the access gates to the air carrier ramp with a new, state of the art control system that can be expanded as needed.

Two (2) bids were received for this project:

- Johnson Controls: \$255,294
- Westover Electric: \$265,000

Johnson Controls appears to be the low bid, subject to the engineer's and FAA concurrence. The Airport Authority's portion of this project's cost will be \$25,529. The Board has already appropriated funds for this project.

Staff recommended that the Board award the bid and authorize the Chairman to sign the contract with Johnson Controls for the installation of an access control system as part of the AIP-27 Grant in the amount of \$255,294, subject to FAA concurrence. Staff further recommended the Board authorize the Airport Manager to sign change orders of less than \$10,000, subject to FAA concurrence.

**K. Bid Award and Contract for East Air Carrier Apron Reconstruction**

This project includes the reconstruction and expansion of the air carrier apron approximately 150' east and 250' north. The majority of the apron will be concrete, with some portions of asphalt for vehicle and ground equipment access. This provides additional space for Federal Express operations as well as signatory, charter, and diversion air carrier parking. The project is part of the AIP-27 Grant.

One (1) bid was received for this project:

- Mays Concrete: \$857,455 (*Engineer's Estimate was \$966,598*)

Mays Concrete appears to be the low bid, subject to the engineer's and FAA concurrence. The Airport Authority's portion of this project's cost will be \$85,746. This amount has already been appropriated by the Board.

Staff recommended that the Board award the bid and authorize the Chairman to sign the contract with Mays Concrete for the reconstruction of portions of the air carrier apron, subject to FAA concurrence. Staff further recommended that the Board authorize the Airport Manager to sign change orders of less than \$10,000, subject to FAA concurrence.

**L. Contract to Buy and Sell Real Estate for the W.R. Hall, L.L.C., W.W. Hall, W.T. Hall, and Jack Hall Property**

The Board previously approved the development of a new multiple user air cargo facility between the Mesa Maintenance Hangar and Timberline Aviation. Because of FAA height restrictions applicable to the location of aircraft, equipment, and buildings associated with the proposed facility, it is necessary to acquire the Hall property, consisting of approximately 15.31 acres, adjacent to and south of Landing View Lane. This property will allow the air cargo facility to be developed in accordance with the FAA height restrictions for distance from Runway 11/29. A Phase I and II Environmental Site Assessment was conducted on the property, and no measurable soil contamination was discovered.

A property appraisal and review appraisal were completed and an offer submitted to the Halls for the appraised value of \$535,000. The final negotiated purchase price was \$600,000 as approved by the Board with the concurrence of the FAA.

The "Contract to Buy and Sell Real Estate" details the terms of the purchase including:

- \$600,000 purchase price
- Purchase contingent upon receipt of funds from the FAA for the property acquisition
- Closing to occur within 10 days of the Authority's receipt of funds from the FAA
- Disclosure to the Airport Authority and the Authority's acceptance of any off record or adverse matters
- Conveyance of a General Warranty Deed free and clear of all liens to the Authority

The Contract, title commitment, and related legal documents have been reviewed by Authority Attorney Grattan in order to protect the Authority.

Staff recommended that the Board approve the Contract to Buy and Sell Real Estate and authorize the Chairman to sign the Contract on behalf of the Authority.

**M. Resolution No. 2003-011: Amendment of Walker Field, Colorado, Public Airport Authority By-Laws (First Reading)**

At the April 16, 2002 Regular Board Meeting, the Board approved an amendment to the Authority's By-Laws. Included in the amendment was a change to Article VI, Section 2, "Contracts" that increased the amount at which contracts are required to be placed out to bid from \$10,000 to \$20,000. The \$20,000 requirement was derived by adjusting the \$10,000 requirement for inflation. Authority Attorney Mike Grattan reviewed the amendment for consistency with applicable laws.

A recent review of the Colorado "Public Airport Authority Act" (§41-3-101 et seq.) resulted in the finding that the By-Laws, as amended, are inconsistent with this statute. The proposed resolution would amend the Authority's By-Laws to reflect the current statutory bid requirement amount and provide flexibility for future changes to the bid requirement amount as amended by statute.

Pursuant to the By-Laws, the first (1<sup>st</sup>) publication of the proposed amendment occurred in the Daily Sentinel on August 15<sup>th</sup>.

Staff recommended that the Board approve Resolution No. 2003-011: Amendment of Walker Field, Colorado, Public Airport Authority By-Laws (First Reading).

**N. WFAA Change of Health Insurance Plan**

At the August 2002 Regular Board Meeting, the Board approved the changeover of the Authority's existing health insurance plan to the Rocky Mountain Health Plans (RMHP- formerly Rocky Mountain HMO) FITT Single Track B/S100 (20,30,50%) plan with an anniversary date of September 1<sup>st</sup>. The changeover was implemented because of the discontinuance of the Authority's previous plan. In preparation of the upcoming renewal date, Staff researched several health insurance options with the assistance of Home Loan Investment Company. Information was obtained for several plans that are available in the Grand Junction area.

Premiums for the Authority's existing plan will increase 27.8%. Explanations provided for the substantial increase include the recent change from a statewide "no fault" to a "tort" automobile accident liability system and the recent increase in health care costs negotiated by St. Mary's Hospital with RMHP. Based on the research of several other options, the plan which is the most comparable to the Authority's existing plan (while minimizing the impact of increased premiums) is a plan offered by RMHP to Grand Junction Chamber of Commerce members—"Grand Junction Chamber of Commerce FITT Single Track \$100 (20,30,50%)" plan. Although the benefits provided under this plan are slightly reduced from the Authority's existing plan, the premiums under the proposed plan would be approximately 1.5% higher than the amount budgeted by the Authority for the FY 2003 health insurance increase (5% budgeted).

Based on the premiums, benefit offerings, and plan structure, Staff recommended the changeover from the Authority's existing plan to the RMHP "Grand Junction Chamber

of Commerce FITT Single Track \$100 (20,30,50%)" plan effective September 1<sup>st</sup> and authorize the Airport Manager to sign any necessary documents to effect the changeover.

Chairman McCormick inquired if any Staff members would be excluded from participating in the new plan. Staff responded that all Staff members who are currently participating in the Authority's health insurance plan would continue to be eligible for coverage.

**O. Resolution No. 2003-012: Invitation to Host Colorado Airport Operators Association Spring, 2004 Conference**

The Colorado Airport Operators Association (CAOA) is a non-profit organization established to serve the common interests of the owners, operators and users of airports in Colorado. WFAA has been a member of CAOAA since its inception over 20 years ago. Each year, CAOAA holds two (2) conferences—one in the Spring and one in the Fall. The last time WFAA hosted a conference in Grand Junction was in 1995. Since WFAA is very active in CAOAA and since no other airports have actively volunteered to host the Spring, 2004 conference, Grand Junction appears to be the logical choice.

Staff recommended that the Board approve Resolution No. 2003-012: Invitation to Host Colorado Airport Operators Association Spring Conference.

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

**V. ACTION ITEMS**

**A. Resolution No. 2003-010: Revised Walker Field, Colorado, Public Airport Authority Development and Architectural Covenants**

In order to reflect the present business climate on the Airport, Walker Field Airport Authority's current Development and Architectural Covenants have been reviewed, and proposed changes have been incorporated into the document to:

- Maintain a safe and secure Airport.
- Facilitate and expedite the development process at the Airport.
- Encourage consistent and attractive development.

A copy of the proposed Covenants was mailed to all Tenants on April 28<sup>th</sup>. Tenant meetings were held on May 14<sup>th</sup> and July 10<sup>th</sup>. The Covenants were also discussed at the May 2003 Regular Board Meeting, July 2003 Board Workshop, and July 2003 Regular Board Meeting. Additionally, a revised copy of the proposed Covenants was mailed to all Tenants on August 7<sup>th</sup>, requesting comments by August 14<sup>th</sup>.

Manager Nystrom commented that good feedback was received from the tenants regarding the Covenants.

Vice Chairman Gardner inquired if the proposed Covenants contain a grandfather provision to exempt existing gates from the new access control requirements. Manager Nystrom responded that tenants with non-compliant gates will need to request a

variance. Any new gates installed after the approval of the Covenants will need to meet the requirements.

Chairman McCormick suggested that the Authority categorize the types of access gates and establish review procedures for gate variance requests. Manager Nystrom concurred and added that Staff will develop procedures for the review of variance requests and establish criteria for considering access gate variance requests. Staff will also contact all tenants and inform them that they will need to apply for a variance in any areas in which they are not compliant.

Chairman McCormick suggested that, under building construction specifications, the Covenants should exempt the structure color existing prior to the adoption of the Covenants rather than the structure itself. The Board concurred.

Staff recommended that the Board approve Resolution No. 2003-010 as amended and authorize the Chairman to sign the Resolution on behalf of the Authority.

Vice Chairman Gardner moved to approve Resolution No. 2003-010: Revised Walker Field, Colorado, Public Airport Authority Development and Architectural Covenants with revisions to the provisions pertaining to structure color and vehicle and pedestrian access gates. Commissioner Little seconded. Roll call: all ayes. Motion carried.

## VI. DISCUSSION ITEMS

### A. Approval and Appropriation of Funds from Bond Proceeds for Terminal Building Boarding Area Expansion

### B. Supplementary Agreement with FCI Constructors for Terminal Building Boarding Area Expansion.

FCI has been securing bids from contractors to perform boarding area expansion project. Bids were solicited for three (3) schedules:

- Schedule I- new seating area and enough space to construct restrooms and concession areas in the future. It also includes replacing the heating, ventilation, and air conditioning (HVAC) system in the terminal building to not only accommodate the HVAC in the boarding area, but HVAC for the remaining parts of the terminal building that have not had HVAC units installed specifically for them (e.g. all of the second floor meeters and greeters area and the first floor except the airline ticket offices).
- Schedule II- construction of public restrooms in the expanded boarding area.
- Schedule III- construction of concession area in the expanded boarding area.

The Authority initially planned \$1.2 million of funds for the expansion project. Bids for Schedule I alone came in at over \$1.5 million. Staff met with Van Sant Group, Burke Associates, and FCI Constructors to discuss the Authority's options. One option is to continue with the project, which would add an additional \$300,000 to the project in order to complete the boarding area and HVAC for the entire terminal building, but the restrooms and concession area would not be included. The additional \$300,000

would be funded with Authority cash reserves or through the elimination of other capital projects.

Another option is to install a stand alone HVAC system for the boarding area only, as previously discussed with the Board in the past. This would substantially reduce the cost to the point where the project would be within the original budget and would also include the restrooms and concession area.

Staff recommended the latter option because when the original terminal building HVAC redesign was completed, it did not account for the new boarding area expansion. Instead, it only incorporated the existing terminal building areas. If the Authority were to move forward with the HVAC project as originally designed, the heating and cooling capacity may be insufficient in the expanded boarding area. Second, over the past year, inspections have revealed that portions of the existing ductwork in the floor are crushed, possibly from when the terminal building was originally constructed. Staff believes there is a strong possibility that other portions of the ductwork may also be crushed. The cost to replace the old ductwork would be expensive.

If a separate HVAC system is installed for the boarding area, it would allow for the ability to control the temperature for that specific area and not be dependent on a central HVAC system. The original terminal building centralized HVAC system was designed to have 8 zones. These zones never worked. Also, replacing the existing boiler system has the potential to help resolve the heating issues for the remainder of the terminal building.

Commissioner McCormack inquired how much the Authority would have in reserve if it proceeds with upgrading the original centralized HVAC system. Manager Nystrom responded that the targeted cash reserves balance for FY 2003 is \$718,000. If funds are allocated from the reserves to this project, the reserves would be reduced to a balance of approximately \$400,000-500,000.

Vice Chairman Gardner suggested having Burke Associates conduct a pressure test to determine if the existing ductwork could handle an upgrade to the centralized HVAC. Chairman McCormick suggested that an additional review be conducted to determine if it would be best to spend \$300,000 to upgrade the centralized HVAC system or to install separate units. Manager Nystrom suggested that this topic be discussed at the September Board Workshop, at which time Staff will present additional information. The consensus of the Board was to discuss this topic at the September Board Workshop.

Manager Nystrom recommended that the Authority proceed with having FCI Constructors complete shop drawings for the steel that will be used to construct the expanded boarding area. The lead time on this project is substantial. The funds have already been appropriated. The cost of the shop drawings will be approximately \$10,000 and will have no impact on the HVAC decision.

Commissioner McCormack moved to authorize Staff to direct FCI Constructors to proceed with developing shop drawings for the steel needed for the boarding area expansion project. Commissioner Berryman seconded. Voice vote: all ayes. Motion carried.

## **VII. BOARD COMMITTEE REPORTS**

There were no Board Committee reports.

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

There were no additions to the Airport Manager's Report.

## **IX. OTHER ITEMS**

### **A. September Board Workshop**

Staff would like to hold discussions pertaining to the Authority's priorities in 2004, as well as the terminal building HVAC system upgrades.

### *B. Proposed Meeting with Grand Junction Visitor and Convention Bureau*

The Grand Junction Area Visitor and Convention Bureau (VCB) Board recently met with the Grand Junction City Council. During the meeting, air service issues were discussed. Manager Nystrom visited with Debbie Kovalik, President of the VCB, and suggested that it may be appropriate for the VCB Board to meet with the Authority Board to discuss common goals related to air service. The proposed date is Thursday, September 25<sup>th</sup>. The meeting would allow each Board to also share its goals and missions with the other Board.

The consensus of the Board was to hold a meeting with the VCB Board on September 25<sup>th</sup>.

### *C. West Star Aviation- Learjet Modifications*

Commissioner McCormack commented that there are approximately 400 Learjet 35's that need to have upgraded avionics to allow for high altitude operations. West Star Aviation is one of only two entities in the U.S. which is authorized to install the components. West Star is anticipating that these upgrades will be very beneficial to its business.

## **X. ADJOURNMENT**

Commissioner Berryman moved to adjourn. Vice Chairman Gardner seconded. Voice vote: all ayes. Motion carried.

There being no further business to come before the Board, the meeting was adjourned at 7:32 p.m.

APPROVED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003.

**Signature On-File**

\_\_\_\_\_  
Robert W. McCormick, Chairman

ATTEST:

**Signature On-File**

\_\_\_\_\_  
David J. Anderson, Clerk