

Walker Field Airport Authority

Minutes of the Regular Board Meeting

June 15, 2004

BOARD COMMISSIONERS PRESENT: Miles McCormack Karen Berryman
Roger Little Dan Lacy
Robert McCormick Gregg Palmer

AIRPORT STAFF PRESENT: Corinne Nystrom Charlie Novinskie
David Anderson Ben Peck
Donna VanLandingham Ed Storer

ALSO PRESENT: Robert and April Barber of Kempton Aviation; Mike Sutherland of Sky Adventures/PDM Group; Marty Kolonel, and Jim Heuker.

I. CALL TO ORDER

The meeting was called to order at 5:18 p.m.

II. APPROVAL OF AGENDA

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

III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments.

IV. CONSENT AGENDA

A. Minutes: May 18, 2004 Regular Board Meeting

B. Resolution No. 2004-014: Amendment of Walker Field, Colorado, Public Airport Authority By-Laws (First Reading)

At the February, March, and May 2004 Board Workshops and April 2004 Special Board Meeting, the Board discussed several proposed changes to the Authority By-Laws, including:

- Clarification regarding the indemnification of Authority employees;

- Clarification of Director term limits;
- Addition of Director attendance requirements; and
- Raising the contract amount at which formal bid procedures are required from \$10,000 to \$25,000.

The proposed resolution would amend the Authority's By-Laws to reflect the changes noted above and several minor grammatical changes. To amend any sections of the Authority's By-Laws, the Board must approve a proposed amendment at two (2) Board meetings approximately one (1) month from each other, with publication of the proposed resolution prior to each of those meetings.

The first (1st) publication of the proposed amendment occurred in the Daily Sentinel on June 9th. The second (2nd) publication of the proposed amendment is scheduled for July 14th, with presentation to the Board for recommended action at the July 20th Regular Board Meeting.

Staff recommended that the Board approve Resolution No. 2004-014: Amendment of Walker Field, Colorado, Public Airport Authority By-Laws (First Reading).

C. Revised WFAA Vision

At the June 5, 2004 Board Retreat, the Board discussed the Vision Statement. It was the general consensus of the Board to delete the word 'self-sustaining' from the statement, "Walker Field Airport will be home to a well-planned, self-sustaining private aircraft operator community."

D. Acknowledgement of Receipt of March 2004 Financial Statements/Accounts Receivable Report

On the Statement of Revenues, Expenses, and Changes in Net Assets, a positive budget variance between operating revenues and operating expenses was reflected. Year to date operating revenues are \$56,950 over budget (10.0%). Additionally, year to date operating expenses are 0.2% lower than budgeted. Year to date Operating Income Before Depreciation (OIBD) is \$83,704, which is \$58,110 higher than budgeted year to date.

Rental car, general aviation land lease, parking, commercial and general aviation aircraft fuel flowage, and ground transportation revenues exceeded budget projections (year to date). Because of the large amount of federal grant expenditures accrued at the end of 2003, the amount of capital contributions realized in March was minimal, resulting in year to date capital contributions being under budget.

On the Statement of Net Assets, nonrestricted cash/investments increased 4.9% primarily from the receipt of federal and state grant proceeds. This resulted in a net decrease of \$216,512 in total receivables (which included federal and state grant receivables). Accounts payable decreased (net) by \$126,399 as a result of the payment of large vendor invoices. Land, Buildings, and Equipment increased \$374,059 with expenditures for:

- Design-air cargo site development

- Terminal building boarding area expansion project
- Installation of terminal building security access system
- Furniture for new terminal building boarding area

The Terminal Building Bonds Acquisition Fund (funds used for construction costs) decreased by \$215,049 with expenditures towards the terminal building boarding area expansion project. PFC funds increased \$13,078 (net) with continued program collections.

Overall, March yielded positive financial performance for the Authority.

E. Request for Appropriation of Funding, Bid Award, and Approval of Agreement for Purchase of Copier/Document Workcenter

Approximately five (5) years ago, the Authority purchased a used copier for the Authority Administration Office. Although it has met the needs of the Authority well during that time, the number of problems experienced with the unit has steadily increased within the past year. Replacement parts are becoming more difficult to obtain.

In May 2004, the Authority advertised for proposals for a new color copier/document workcenter, which will also serve as an additional network printer. Six (6) local entities submitted proposals:

- Capital Business Systems
- Grand Valley Imaging Systems (GVIS)-did not meet minimum specifications
- Key Business Solutions
- TJJ Copy Products
- Unilink
- Xerox Document Services

The proposals were evaluated on the initial acquisition cost of the unit; length, cost, and type of on-site service/warranty; and cost per copy for additional color and black and white copies. Based on the criteria, Unilink's proposal for a Ricoh Afficio 2232C offered the lowest total costs. The acquisition cost is \$10,758, with annual estimated operating expenses of \$5,640 for on-site maintenance services and supplies. The additional operating expenses will be included in the 2004 Supplemental Budget request.

Staff recommended that the Board appropriate \$11,000 for the purchase of the copier/document workcenter; award the bid to Unilink for its Ricoh Afficio 2232C unit; and approve and authorize the Chairman to sign the applicable purchase agreement on behalf of the Authority.

F. Supplementary Agreement with FCI Constructors for Heating, Ventilation, and Air Conditioning Installation in Rental Car Offices, Airline Ticket Office #4; and Heating Coil/Boiler Installation

At the May 18, 2004 Regular Board Meeting, the Board approved and appropriated funds for the installation of five (5) rooftop HVAC units for the rental car

concession offices and the fourth (4th) airline ticket office (ATO), a portion of which is leased by SkyWest Airlines. Additionally, this project incorporates a supplemental heating system, including a boiler and heating coil for the main terminal building lobby.

The Supplementary Agreement with FCI Constructors authorizes it to commence and complete this project. Staff recommended that the Board approve the Supplementary Agreement with FCI Constructors.

G. Federal Aviation Administration (FAA) Grant Agreement for Airport Improvement Program No. 3-08-0027-29 (AIP 29) – Relocate Landing View Lane and 30” Ute Water Line; Rehabilitate Taxiway C1A; Conduct Runway 4/22 General Aviation Development Study

This Agenda item was considered in conjunction with Consent Item H- “Supplemental Co-Sponsorship Agreement with the City of Grand Junction and Mesa County for AIP-29 FAA Grant Agreement.”

H. Supplemental Co-Sponsorship Agreement with the City of Grand Junction and Mesa County for AIP-29 FAA Grant Agreement

The Airport Authority has submitted an application for federal assistance in the form of an Airport Improvement Program entitlement grant. The Federal Aviation Administration (FAA) has approved the application and is preparing to enter into a Grant Agreement (as presented to the Board). Because time is of the essence, the FAA has asked that the formalities for acceptance be done in advance so that when the final Grant Agreement is received, it can be executed and returned to them quickly. Staff will begin solicitations for bids on this project during the week of June 13th. The project contains the following elements:

- Landing View Lane relocation approximately 250’ to the south and relocate the 30” Ute Water service line.
- Taxiway “C1A” rehabilitation from Taxiway “C” to the “C1A” extension.
- Design new Runway 4/22 General Aviation Development Area.

As part of the Grant Agreement, the FAA requires the Authority, the City of Grand Junction, and Mesa County to 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.

Consideration of the “draft” Grant Agreement and Supplemental Co-Sponsorship Agreement is scheduled at the City Council meeting on June 16, 2004 and at the County Commissioners meeting on July 7, 2004.

Staff recommended that the Board approve the “draft” AIP Grant Agreement No. 3-08-0027-29 and authorize the Chairman to sign the final Grant Agreement when received from the FAA, as well as the corresponding Supplemental Co-Sponsorship Agreements with the City and the County.

Commissioner Lacy inquired if Ute Water would help to pay for the relocation of the 30" Ute Water line along Landing View Lane. Staff responded that because the relocation of the water line is at the request of the Authority, the Authority is responsible for paying for the relocation.

Chairman McCormack inquired if the relocation would maximize the amount of developable space. Staff responded that the water line would be relocated as close as possible to the property line in order to maximize the amount of developable space.

Commissioner McCormick moved to approve the Consent Agenda. Commissioner Berryman seconded. Roll call: all ayes. Motion carried.

V. ACTION ITEMS

There were no Action Items.

VI. DISCUSSION ITEMS

There were no Discussion Items.

VII. AIRPORT MANAGER'S REPORT

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

VIII. OTHER ITEMS

A. July Board Workshop

Based upon input received at a recent tenant meeting, Manager Nystrom suggested that a discussion be held regarding the development of non-aeronautical commercial property owned by the Airport Authority on H Road at the July Board Workshop. Commissioner McCormick commented that since many changes have taken place in the community since the last time this topic was discussed, such a discussion would be appropriate. Commissioner Berryman recommended that Staff solicit input from the Grand Junction Economic Development Partnership and other tenants regarding their ideas on how the property could be developed to enhance the airport.

VIII. ADJOURNMENT

Commissioner McCormick 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 5:36 p.m.

APPROVED AND ADOPTED THE _____ DAY OF _____, 2004.

Signature on File
Miles C. McCormack, Chairman

ATTEST:

Signature on File
David J. Anderson, Clerk