

# Walker Field Airport Authority

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## Minutes of the Regular Board Meeting

September 21, 2004

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

**AIRPORT STAFF PRESENT:** Corinne Nystrom Charlie Novinskie  
David Anderson Gary Mancuso  
Ed Storer Ben Peck  
Ted Balbier

**ALSO PRESENT:** Paul and Sarah Wasson of Mesa Cafe LLC; Steve Traudt of Synergistic Visions; Rod Martinez of Ram Photography; Bob Kretschman of the Daily Sentinel; and Dan Nadeau.

### I. CALL TO ORDER

The meeting was called to order at 5:21 p.m.

### II. APPROVAL OF AGENDA

Manager Nystrom noted that Commissioner Berryman (who arrived later in the Board Meeting) requested the addition of an Other Item- "Free Parking for Volunteer Organizations."

Commissioner McCormick moved to approve the agenda as amended. Commissioner Palmer seconded. Roll call: all ayes. Motion carried.

### III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments or communications.

### IV. CONSENT AGENDA

- A. Minutes: August 17, 2004 Regular Board Meeting
- B. Acknowledgement of Receipt of July, 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 is reflected. Year to date operating revenues are \$165,603 over budget (12.0%). Year to date operating expenses are slightly under budget (1.1%). Year to date Operating Income Before Depreciation (OIBD) is \$346,425, which is \$179,339 higher than budgeted year to date.

Rental car, general aviation land lease, parking, commercial aircraft fuel flowage and landing fees, and terminal building concession 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 year to date continues to be minimal, resulting in year to date capital contributions being under budget.

On the Statement of Net Assets, non-restricted cash/investments decreased 10.1%. This was attributed to a corresponding decrease in accounts payable of \$40,423 and project expenditures. Accounts receivable increased \$33,820 with increased airport activity. A retainage payment for the construction of the boarding area expansion project resulted in a decrease of \$36,302 to accrued liabilities, and a slight decrease to Buildings fixed assets account after an adjustment to retainage for that project in favor of the Airport Authority.

Land, Buildings, and Equipment increased \$77,628 with expenditures for:

- Ramp separator improvements
- Landscaping along Walker Field Drive
- Air carrier ramp expansion project
- Plow truck from DIA surplus
- Document work center for Administration Offices

PFC funds increased \$32,305 (net) with continued program collections, and the Terminal Building Bonds-Acquisition Fund (for use in paying for eligible terminal building project expenditures) decreased \$80,121.

Overall, July yielded positive financial performance for the Authority.

Commission Palmer asked several questions concerning military fuel flowage fee revenues, capital contributions, and their impact upon Net Assets. Staff noted that military fueling contract activity, although below budget year to date, has been increasing recently. Regarding capital contributions, because of the large amount of federal grant expenditures accrued at the end of 2003 (which had been projected to be accrued in 2004), the amount of capital contributions realized thus far in 2004 is minimal, resulting in year to date capital contributions being under budget. Operating revenues (year to date) are 12% higher than budgeted, which provides an indication of the increased airport activity at this point in time.

**C. Renewal of Rocky Mountain Health Plans Health Insurance Plan**

The Authority's existing health insurance plan is the Rocky Mountain Health Plans (RMHP – formerly Rocky Mountain HMO) "Grand Junction Area Chamber of Commerce FITT Single Track \$100 (20,30,50%)" plan with an anniversary date of September 1<sup>st</sup>.

In preparation for the anniversary date, Staff researched several health insurance options in August (when renewal rates became available) with the assistance of Home Loan Investment Company. Information was obtained for several plans that are available in the Grand Junction area, including offerings from Anthem/Blue Cross Blue Shield, Pacific Care, Pacific Life & Annuity, Humana, United Health Care, and other RMHP options. Additionally, health savings account and high-deductible plans were reviewed.

Premiums for the Authority's existing plan will increase 18.7%, which is less than what was projected in the FY 2004 Budget. The higher premiums are attributed to the continuing increase in healthcare costs. The premium savings associated with the other plans would be minimal compared to the substantial reduction in benefits.

Based on the mix of coverage versus cost, Staff recommended that the Board approve the renewal of the existing health insurance coverage with RMHP plan for one (1) year (beginning September 1<sup>st</sup>) and authorize the Airport Manager to sign the acceptance letter on behalf of the Authority.

**D. Assignment of Rental Car Concession Agreement from Big Family Automotive Group, LLC, dba Hertz Car Rental, to the Hertz Corporation**

Big Family Automotive Group, LLC operates the Hertz rental car franchise at Walker Field Airport. Its Rental Car Concession Agreement was effective May 1, 2003, with a five (5) year term pursuant to a rental car bid process initiated in the Fall of 2002. Big Family is selling its Hertz franchise rights to the Hertz Corporation with the closing date of the proposed transaction in mid-September. Both parties request that the current Rental Car Concession Agreement be assigned to the Hertz Corporation effective as of the closing date.

The assignment would not change any provisions of the Rental Car Concession Agreement, and Big Family Automotive Group, LLC would continue to be liable with the Assignee (the Hertz Corporation) for the fulfillment of all terms, conditions, and obligations arising from the Concession Agreement.

Staff recommended that the Board approve and authorize the Chairman to sign the Consent to Assignment of Rental Car Concession Agreement, contingent upon:

- Airport Authority Staff approval of all pertinent documents;
- Receipt of new proof of insurance from the Hertz Corporation for the Rental Car Concession Agreement;
- Receipt of security deposit from the Hertz Corporation;
- All amounts owing the Airport Authority by Big Family Automotive Group, LLC be paid in full, prorated to the day of closing; and
- Receipt of the \$200 administrative fee for changes to agreements with the Authority.

**E. Ground Transportation Concession Agreement with GISDHO Shuttle, Inc.**

GISDHO Shuttle, Inc., whose trade name is American Spirit Shuttle, currently leases counter space in the terminal building (adjacent to the baggage claim area) for the purpose of operating a nonexclusive ground transportation concession. The term of the current agreement expires on September 30, 2004, and GISDHO is requesting a new

lease agreement that would expire on September 30, 2005, plus one (1) additional one (1)-year term expiring September 30, 2006. In addition, either party could terminate the agreement by providing the other party with thirty (30) days prior written notice.

The leased premises would also include a parking area west of the rental car lot and the shared use of a storage room on the west side of the baggage claim area. GISDHO's initial rent would be \$114.64 per month in addition to ten percent (10%) of its Airport-originated revenue as delineated in the Airport Authority's Fees and Charges document.

Since this is a ground transportation concession (unique concession), the previous nonstandard agreement has been updated to reflect current references (e.g. Transportation Security Administration).

Staff recommended that the Board approve and authorize the Chairman to sign the Ground Transportation Concession Agreement with GISDHO Shuttle, Inc.

Commissioner Palmer asked Staff if GISDHO Shuttle, Inc. has non-airport related operations (thus not subject to the ten percent (10%) Airport-originated revenue fee). Manager Nystrom stated that GISDHO also operates charter ground transportation services that are unrelated to the airport.

**F. Request for Termination of Game Machine Concession Agreement with Lisa A. and Richard E. Robidoux**

Lisa and Richard Robidoux d/b/a Double R Amusements entered into a Terminal Building Game Machine Concession Agreement with the Airport Authority on January 1, 2000 and expiring on December 31, 2004 for the operation of game machines on the first and second floors of the terminal building. Richard and Lisa are selling their business and equipment to Belinda Nadeau and Dan Nadeau, d/b/a Nadeau Distributing. Therefore, Lisa and Richard have requested to terminate their Agreement with the Authority effective October 1, 2004.

Belinda and Dan Nadeau request to enter into a standard Building Use and Lease Agreement with the Airport Authority for the nonexclusive operation of a game machine concession for a period of five (5) years commencing October 1, 2004. Additionally, the Airport Manager is authorized to sign the standard Lease Agreement on behalf of the Airport Authority, since no additional provisions are proposed.

Staff recommended that the Board approve the termination of the Game Machine Concession Agreement with Lisa A. and Richard E. Robidoux contingent upon:

- ✓ Belinda and Dan Nadeau signing a standard Building Use and Lease Agreement acceptable to the Authority;
- ✓ All amounts owing the Airport Authority by Lisa and Richard Robidoux be paid through October 1, 2004; and
- ✓ Receipt of proof of insurance and security deposit from Belinda and Dan Nadeau.

Commissioner Palmer questioned whether or not the same concession fee rates would apply to this proposed Agreement as what was in the Double R Amusements' Agreement.

Staff responded that the new Agreement has a similar percentage of gross revenue provision, but at a slightly different graduated scale.

**G. First Addendum to Parking Lot Agreement with Republic Parking System, Inc.**

Republic Parking System, Inc. entered into a Parking Lot Operating Agreement with the Airport Authority effective April 1, 2001 and expiring on March 31, 2005, pursuant to a competitive bid process. The proposed First Addendum to Parking Lot Agreement would extend the Agreement's expiration date to March 31, 2006 at the same terms and conditions of the Agreement.

Since the Airport Authority is evaluating the parking lot and airport landside road configurations, extending the Agreement provides additional time to further evaluate the parking lot infrastructure and determine future parking lot requirements and needs. Consequently, the Airport Authority will be in a better position in early 2006 to structure a more comprehensive parking lot operation request for proposals (RFP) that may include some parking lot reconfigurations. Additionally, the terms of the current Agreement are very favorable to the Airport Authority since it receives between 80.5% and 91.5% of the parking lot revenues.

This proposed First Addendum form for this transaction is similar to one that was approved by the Board for a previous addendum with Republic Parking during a prior concession period.

Staff recommended that the Board approve and authorize the Chairman to sign the First Addendum to Parking Lot Operating Agreement with Republic Parking System, Inc.

**H. Request for Approval and Appropriation of Funds for Additional FY 2004 Capital Item**

Current FY 2004 appropriated operating expenses total \$2,051,160 (excluding depreciation). If operating revenues and expenses for FY 2004 match exactly with the projected revenues and expenses, the December 31, 2004 non-restricted cash/cash reserves balance is projected to be at least \$774,752, which is also the targeted balance.

Customer comfort is a top priority for the Authority. To enhance the pleasing environment within the terminal building, Staff reviewed the current aesthetics and possible amenities to complement the boarding areas and public use areas.

Staff has selected several professional photographs taken in the region by Rod Martinez and Steve Traudt of Southwest Gallery (a current terminal building concessionaire) and Darlyne Merkel. Some of the photographs will be enlarged and displayed on the walls in the terminal building main lobby and in the original boarding area.

Staff is also proposing additional enhancements to the public use areas of the terminal building that may include additional plants and a display of historic photographs of Walker Field.

Because of cost savings associated with the new boarding area expansion project, Staff recommended the approval of a transfer of funds from that project to the following

capital item so that enhancements can be made to other parts of the public use areas in the terminal building.

Capital:

Aesthetic Enhancements – Terminal Building.....\$15,000

Commissioner Palmer asked how many regional photographs Staff intends to display within the terminal building. Manager Nystrom responded that taking into account the 1<sup>st</sup> floor of the terminal building and the original boarding area, there would be approximately twenty (20) photos. Commissioner Palmer questioned whether the entire \$15,000 in funds would be spent on photographs/pictures purchased from Southwest Gallery and Darlyne Merkel. Manager Nystrom stated that the amount of funds that would be used for these photographs would be approximately \$10,000. Commissioner Palmer asked if the Authority had looked into other local artists and/or decorative ideas, and suggested perhaps a rotation of loaned photographs and/or pictures could be considered.

Manager Nystrom pointed out that at one time the Authority had an art committee; however, the Staff time expended in attempting to flow pictures in and out of the airport was higher than what the Authority had anticipated. She further stated that the Authority is open to the possibility of paintings on loan but that the acquisition of the recommended photographs/paintings provides continuity with the existing theme of the terminal building.

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

**V. ACTION ITEMS**

**A. Consent to Ground Lease Assignment for Collateral Security from Colorado Skunkworks, LLC to Home Loan Industrial Bank**

Colorado Skunkworks, LLC leases a parcel of ground from the Airport Authority upon which it constructed a hangar for the storage of aircraft it owns or leases. Colorado Skunkworks requested that the Airport Authority approve a Landlord's Consent Agreement for that parcel for the benefit of Home Loan Industrial Bank so that Colorado Skunkworks can obtain financing secured by the value of the hangar.

If Colorado Skunkworks defaults on its loan obligation, the Consent would give Home Loan the right to acquire Lessee's interest in the leasehold in addition to the ability to assign the lease to a third party, which would be subject to review and approval (in advance) by the Airport Authority. The proposed Landlord's Consent Agreement form for this transaction was approved by the Board for a prior similar tenant transaction.

Staff recommended that the Board approve the Landlord's Consent Agreement and authorize the Chairman to sign the Agreement on behalf of the Authority, contingent upon:

- The Authority's receipt of the \$200 administrative fee for a change to an Agreement with the Airport Authority; and

- Colorado Skunkworks, LLC being current on all of its obligations pursuant to the Ground Lease Agreement with WFAA

Commissioner Springer abstained from all discussion and voting on this agenda item because of his professional affiliation with Home Loan Investment Bank.

Commissioner Palmer expressed concerns over a default scenario. Manager Nystrom stated that if Colorado Skunkworks defaults on its loan obligation, the Consent would give Home Loan the right to acquire Lessee's interest in the leasehold in addition to the ability to assign the lease to a third party, which would be subject to review and approval by the Airport Authority.

Commissioner Palmer moved to approve the Consent to Ground Lease Assignment for Collateral Security from Colorado Skunkworks, LLC to Home Loan Industrial Bank. Commissioner Little seconded. Roll call: all ayes. Motion carried.

**B. Bid Award and Concession Agreement for Terminal Building Food and Beverage Concession**

The food and beverage concession in the terminal building has been operated by Barb and Ken Krause dba Coffee Time, LLC for the past 5 years. Since their Building Use and Lease Agreement expires on October 31, 2004, a Request for Proposals (RFP) for the food and beverage concession was advertised beginning May 5, 2004.

Fourteen (14) RFP packets were requested by various individuals and companies. A pre-proposal meeting was held on August 5, 2004, and one (1) interested party attended the meeting. One (1) proposal was received from Mesa Cafe, to be operated by Sarah Wasson.

An interview was conducted with Sarah Wasson and her husband and business partner, Paul Wasson, on September 7, 2004. After an extensive interview, Sarah and Paul demonstrated that they have a well thought-out business plan for the operation of the food and beverage concession, which includes an appetizing menu offering, a food delivery plan for the businesses operating at the airport, and a future kiosk location in the secured boarding area. They have expressed a commitment to good customer service and quality food offerings.

The proposed concession period would be for three (3) years plus one (1) additional two (2)-year term, with the award of the two (2)-year term contingent upon:

- ✓ The Concessionaire achieving positive customer service feedback of 75% or better on a customer service survey;
- ✓ Menu variety as represented in the Concessionaire's bid proposal;
- ✓ Clean and attractive facility; and
- ✓ Concession being open from 5:00 a.m. to 6:00 p.m. daily

The Concessionaire proposed to pay the Airport Authority eight percent (8%) of gross revenues. Additionally, if the Concessionaire receives more than four (4) written notices of noncompliance of its Building Use and Lease Agreement terms during one (1) calendar year, the Airport Authority will have the ability to assess a \$100.00 fee per infraction. The standard Building Use and Lease Agreement would be used for this

transaction, with proposed additional provisions. Therefore, Board approval of the Agreement is required.

Staff recommended that the Board award the food and beverage concession bid and approve and authorize the Chairman to sign the Building Use and Lease Agreement with an LLC, to be principally formed by Sarah Wasson as registered agent, contingent upon:

- ✓ Building Use and Lease Agreement acceptable to the Authority signed by Concessionaire;
- ✓ Receipt of an initial security deposit of \$3,500 from Concessionaire;
- ✓ Receipt of Certificate of Insurance from Concessionaire; and
- ✓ Receipt of the information for an LLC, certified by the State of Colorado Secretary of State, with Sarah Wasson as the registered agent.

Commissioner McCormick questioned if the Airport Authority possesses an inventory list of equipment that belongs to the Airport Authority, and if there is one, would it be a part of the Agreement with the new owners. Manager Nystrom responded that there is an inventory of equipment and that it will be incorporated into the Agreement as an exhibit.

Commissioner McCormick asked if the existing Airport Authority-owned ice machine that is located within the restaurant area would be used by the new Concessionaire. Staff responded that if the new Concessionaire wishes to utilize the ice machine, the Concessionaire would be responsible for reimbursement payments to the Airport Authority.

Staff pointed out that the new Concessionaire is arranging for a restaurant equipment specialist to evaluate all of the existing equipment to determine its condition. Because of some of the unique menu items Concessionaire proposes to offer, there are some additional pieces of equipment that it will acquire.

Staff commented that it is reviewing what equipment will be usable and what equipment may need to be repaired. Commissioner Berryman inquired about the logistics of a kiosk operation in the new boarding area. Manager Nystrom stated that since the kiosk would be within the secured passenger boarding area, it will be necessary for the Concessionaire's employees to obtain TSA-approved security identification badges prior to operating in that area.

Mr. Wasson stated that Mesa Cafe plans to offer a limited food service at the kiosk, such as heat and eat menu items (e.g. hot dogs, bratwurst, and/or chili) in addition to a selection of beverages. He further stated that they plan to operate the kiosk during peak business hours, but the restaurant will be open throughout the day.

Commissioner Springer commented that the Authority's wants the Concessionaire to be successful and for it to provide good customer service and food offerings throughout the day. He stated that the current food and beverage concessionaire has been the most successful operator over the past several years. He expressed concern regarding the proposed concession fee of 8% versus the existing 7% that Coffee Time, LLC is currently paying to the Authority. Staff noted that the 8% concession fee is what the proposed Concessionaire voluntarily bid to operate the food and beverage concession.



Commissioner Berryman suggested that the Concessionaire use the Authority's equipment until it becomes inoperable, rather than the Concessionaire having to obtain new equipment. Mr. Wasson responded that some of the equipment is inoperable and needs to be removed. Additionally, there are pieces of equipment that work, but may not pass a Health Department inspection. He mentioned that they would be willing to assist the Authority with disposing of any unusable equipment.

Commissioner Springer moved to award the food and beverage concession bid and approve and authorize the Chairman to sign the Building Use and Lease Agreement with an LLC, to be principally formed by Sarah Wasson as registered agent, contingent upon:

- Building Use and Lease Agreement acceptable to the Authority signed by Concessionaire;
- Receipt of an initial security deposit of \$3,500 from Concessionaire;
- Receipt of Certificate of Insurance from Concessionaire; and
- The formation of an LLC, certified by the State of Colorado Secretary of State, with Sarah Wasson as the registered agent.

Commissioner McCormick seconded the motion. Roll call: all ayes. Motion carried.

**C. Award of Engineering Consulting Services Contract**

As required by the Federal Aviation Administration (FAA) on a periodic basis, Staff advertised a Request for Qualifications (RFQ) for engineering consulting services at Walker Field Airport for twenty-three (23) projects estimated to take five (5) years to complete. The RFQ was due on July 20, 2004, at which time Staff reviewed the proposals, selected a short list from the seven firms submitting, and held interviews with the short-listed firms.

Staff recommended that the Board award and approve an engineering contract with Carter-Burgess for twenty-two (22) of the projects and award and approve a contract with Washington Group International for the Walker Field Drive Rehabilitation/Realignment/Draining/Paving/Lighting project contingent upon FAA approval.

Chairman McCormack asked for additional information regarding the RFQ process. Staff stated that the committee narrowed the respondents down to three (3) firms to be interviewed. Based on the interviews it was the committee's conclusion that the Authority's needs would be best served by Carter-Burgess for twenty-two (22) of the twenty-three (23) listed projects, with the retention of Washington Group International (the Authority's existing engineering firm) for the Landing View Lane project and Walker Field Drive realignment project.

Commissioner Springer asked about the anticipated cost savings to the Authority by selecting Carter-Burgess instead of any of the other firms, and whether or not Carter-Burgess has as extensive of airport experience as Washington Group International. Staff stated that Carter-Burgess has a tremendous amount of airport engineering experience and that Staff has had previous positive interactions with several of the Carter-Burgess engineers when those engineers were employed elsewhere.

Regarding the cost savings, Staff answered that the RFQ process does not delve into engineering costs, but rather primarily focuses on the applicants' qualifications and their methods of doing business. Commissioner Palmer asked if the committee based its decision on qualifications only. Staff stated that the committee checked each applicant's credentials, background, and prior experience with comparable projects.

Staff summarized that, with the award of a five (5)-year contract, the Authority engineering contract would be awarded for the list of proposed Authority projects, and the fees for each of the projects would be negotiated and presented to the Board for consideration in the form of addendums to the underlying contract. Because the Authority does not know the exact costs for the engineering services for each capital project until the project scope is developed, proposed engineering costs are obtained from the Authority engineering firm once the scope has been defined. They are then submitted to an independent engineering firm for comparison and review of the reasonableness of the cost quote. For Airport Improvement Program (AIP) projects, in addition to the independent engineering firm review, the FAA also reviews the proposed engineering costs and either approves or denies the proposed costs.

Commissioner Springer questioned if the engineering services contract is non-exclusive and would allow the Authority to select the services from another firm if the negotiations for a specific project are not successful with the Authority engineering firm. Staff responded that the Authority can terminate the engineering services contract for any reason if it is dissatisfied with the engineering services. Staff stated that this proposed agreement and course of action is the airport industry norm, and what the FAA expects of airport operators. Commissioner McCormick questioned if the FAA has an approved list of engineers from which the Authority could select. Staff responded that the FAA does not involve itself with the selection process because of potential liability issues.

Commissioner McCormick moved that the Board award and approve an engineering contract with Carter-Burgess for twenty-two (22) of the projects and award and approve a contract with Washington Group International for the Walker Field Drive Rehabilitation/Realignment/Draining/Paving/Lighting project contingent upon FAA approval, and to authorize the Chairman to sign the applicable contracts. Commissioner Little seconded. Roll call: all ayes. Motion carried.

**D. Request for Final Approval of Institutional and Civic Facility Plan for Walker Field Airport (Airport Development Plan or Zoning Plan)**

The Grand Junction Community Development Department requested that the Airport Authority prepare and adopt a comprehensive Institutional and Civic Facility Master Plan for Walker Field Airport (Airport Development Plan or Zoning Plan) for development projects on the Airport. Authority Staff, in cooperation with the Grand Junction Community Development Department Staff, has prepared a proposed Plan that details uses and construction requirements for the various areas of the Airport.

The three (3) proposed Airport areas are: Aeronautical, Aeronautical/Commercial, and Non-Aeronautical/Commercial. On August 24, 2004, Airport Authority Staff presented the proposed Plan to the Grand Junction Planning Commission for its review. The Plan was well received, and a recommendation was made by the Commission to forward it (with no modifications) to the Grand Junction City Council for consideration at its October 20, 2004 regularly scheduled meeting.

Staff recommended that the Board approve the final draft of the proposed Plan for submittal to the Grand Junction City Council for consideration.

Commissioner Palmer moved to approve the final draft of the proposed Plan for submittal to the Grand Junction City Council for consideration. Commissioner McCormick seconded. Roll call: all ayes. Motion carried.

## **VI. DISCUSSION ITEMS**

There were no Discussion Items.

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

Commissioner Berryman inquired about the progress of reviewing the possibility of providing U.S. Customs services at Walker Field. Manager Nystrom reported that Staff has had preliminary discussions with U.S. Customs representatives who will be providing some initial written information pertaining to the requirements for setting up these services.

## **VIII. OTHER ITEMS**

Chairman McCormack provided the Board with informational packets pertaining to the upcoming Airport Manager evaluation. He noted that the information would be a topic for discussion at the October Board Meeting, and this would provide the Board members some time to review the report in advance.

Commissioner Berryman shared with the Board that she had been approached by a member of the public regarding the possibility of the Authority providing free secured parking for vehicles of volunteers who travel to other areas of the country to provide disaster relief services. Although they expressed appreciation for the contributions of the volunteers, the consensus of the Board was that there are no available areas for vehicle parking in close proximity to the terminal building, other than tenant leaseholds and private concessionaire parking operations. Additionally, to provide free parking for these volunteers would also require consideration of free parking for other volunteer organizations.

### **A. October Board Workshop**

Chairman McCormack stated that unless there were any specific items that need to be addressed at a Workshop, there would be no October Board Workshop.

Manager Nystrom noted that there had been a request by the Board for a tour of the airport. She commented that the tour will be scheduled for the November Board Workshop.

**IX. ADJOURNMENT**

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

There being no further business to come before the Board, the meeting was adjourned at 6:50 p.m.

APPROVED AND ADOPTED THE 19<sup>th</sup> DAY OF October, 2004.

Miles C. McCormack  
Miles C. McCormack, Chairman

ATTEST: [Signature]  
David J. Anderson, Clerk