

# Walker Field Airport Authority

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## Minutes of the Regular Board Meeting

July 19, 2005

**BOARD COMMISSIONERS PRESENT:** Craig Springer Tom LaCroix  
Robert McCormick Robert Little  
Gregg Palmer John Stevens  
Doug Simons

**AIRPORT STAFF PRESENT:** Corinne Nystrom Charlie Novinskie  
Greg Treviso Ed Storer  
Ben Peck Donna VanLandingham  
Gary Mancuso

**ALSO PRESENT:** Sarah and Paul Wasson of Mesa Cafe, Phil Smith of Aero, LLC, Harry Tucker of Plane Storage, Theresa Garner of West Star, and Charlotte McCormick.

### I. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

### II. APPROVAL OF AGENDA

Chairman Springer introduced and welcomed new City appointed Board Member John Stevens.

Chairman Springer requested that the appointment of Ed Storer as Interim Airport Manager be added to the Action Agenda as Item E.

Commissioner LaCroix requested that Bid Award and Ground Lease Agreement for Taxiway C1-A General Aviation Area Parcel, be included as Discussion Item B.

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

### III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments.

### IV. CONSENT AGENDA

#### A. Minutes: June 21, 2005 Regular Board Meeting

**B. FAA Grant Agreement 3-08-0027-30 (AIP-30) and Supplemental Co-Sponsorship Agreements with the City of Grand Junction and Mesa County**

The Walker Field Airport Authority applied for a grant from the Federal Aviation Administration for AIP-30 for the expansion and rehabilitation of the air carrier ramp north of the terminal building expansion. The project will expand the existing ramp north towards Runway 11/29 to provide more maneuvering room for aircraft around the terminal expansion completed last year. The ramp surrounding the expansion area will be milled to a depth of 8” and re-laid at the same time. The Colorado Aeronautical Board has granted \$89,473.00 in matching funds for this FAA-funded airport project, and the Board already approved the agreement with the State at the March, 2005 Regular Board Meeting.

Staff recommended that the Board approve the FAA Grant Agreement and Supplemental Co-Sponsorship Agreements with the City and the County and authorize the Chairman to sign the documents on behalf of the Airport Authority.

**C. Bid Award and Contract for Airport Improvement Program (AIP) Project No. 3-08-0027-30**

WFAA advertised and then received bids on June 30, 2005 for the air carrier ramp expansion and rehabilitation project north of the terminal building. This project is part of Walker Field’s Capital Improvement Program and will be funded by FAA Discretionary funds. The airport received two bids as follows:

➤ Elam Construction, Inc.	\$2,595,040.00
➤ United Companies	\$3,035,042.00
➤ Engineer’s Estimate	\$2,610,265.00

Staff recommended that the Board accept the two bids and award the bid for Schedule 1 to Elam Construction, Inc. in the amount of \$2,595,040.00, subject to FAA concurrence, funding availability, and approval of the AIP-30 Grant Agreement and Supplemental Co-Sponsorship Agreements by WFAA, the FAA, the City of Grand Junction, and Mesa County. Staff also recommended that the Board approve the contract with Elam Construction, Inc., subject to the same contingencies, and authorize the Chairman to sign the contract on behalf of WFAA.

**D. Amendment to Requirements and Minimum Standards for Commercial Aeronautical Activities for Walker Field Airport, Grand Junction, Colorado—Self-Service Fueling Operations**

Included in the Board packets are proposed additions to the Requirements and Minimum Standards for Commercial Aeronautical Services and Activities for Walker Field Airport, Grand Junction, Colorado (“Minimum Standards”) pertaining to self-service fueling operations. Staff drafted the proposed additions as a result of the growth of the general aviation at Walker Field Airport in recent

years and obtained comparative provisions from other airports. The Board reviewed and discussed this proposed amendment at a previous Workshop and at the June, 2005 Regular Board Meeting.

Copies of the proposed self-service fueling operations requirements have been forwarded to the tenants for review and comments.

Staff recommended approval of the Amendment to Requirements and Minimum Standards for Commercial Aeronautical Services and Activities for Walker Field Airport, Grand Junction, Colorado, Self-service Fueling Operations.

Commissioner McCormick moved to approve the items on the Consent Agenda. Commissioner Palmer seconded. Voice vote: all ayes. Motion carried.

## V. ACTION ITEMS

### A. Request for Approval and Appropriation of Funds for Additional FY2005 Capital Items

Each year Denver International Airport makes available to airports statewide their surplus equipment at bargain prices. In the Capital Improvement Program, WFAA Airport has programmed \$300,000 of federal AIP funds for the purchase of a High-Speed Runway broom for use as snow removal equipment and year-round foreign object debris (FOD) removal. If WFAA is able to acquire one of the used brooms DIA is offering for sale, it will be able to use the \$300,000 earmarked in the AIP program for other purposes. DIA is asking \$12,000 plus the cost of transporting the equipment to Grand Junction, a new set of bristles and any repairs that are needed.

Staff recommended that the Board approve the purchase of this runway broom and appropriate a not-to-exceed amount of \$25,000 for this purpose.

Several questions were presented to Staff regarding the age of the broom, the proposed lifetime of the equipment and type of equipment the Airport currently utilizes. Staff responded that the broom was manufactured in 1986 and estimated a useful life of ten years. Staff added that at the present time the Airport uses a vacuum truck and stated that purchase of a runway broom would further enhance the removal of snow and year-round foreign object debris (FOD) at the Airport.

Commissioner Simons moved that the Board approve purchase of the runway broom and appropriate a not-to-exceed amount of \$25,000 for this purpose. Commissioner Palmer seconded. Voice vote: all ayes. Motion carried.

### B. Acknowledgement of Receipt of May, 2005 Financial Statements/Accounts Receivable Report

Commissioner Simons moved that the Board acknowledge receipt of the May 2005 Financial Statements/Accounts Receivable Report. Commissioner Little seconded. Voice vote: all ayes. Motion carried.

**C. Letter of Engagement with Dalby, Wendland & Co., P.C. to Provide Interim Accounting Services**

With the resignation of Airport Manager Nystrom, as well as Administrative Manager Anderson, Manager Nystrom recently suggested that the Board consider hiring an accounting firm on an interim basis to assist in preparing the monthly financial statements for WFAA until the vacant positions can be filled. The accounting firm would also be available to assist the Board and interim Airport Manager on any other financial matters as needed.

Dalby, Wendland & Co., P.C. has previously contracted with WFAA to perform the annual audit and is very familiar with WFAA's financial statements. Since they are not currently performing the annual audit (currently being performed by Chadwick, Steinkirchner, Davis & Co., P.C.), Manager Nystrom recommended that Dalby, Wendland & Co. be hired to assist in this capacity as long as the total amount billed by them does not exceed \$25,000. Pursuant to the WFAA By-Laws, anything in excess of \$25,000 would require a formal bid process.

Dalby, Wendland is preparing a Letter of Engagement to be presented at the Board Meeting on Tuesday for consideration.

Staff recommended that the Board approve the Letter of Engagement with Dalby, Wendland & Co., P.C. to provide financial and accounting services until such time that a new Airport Manager and Administrative Manager are hired.

Manager Nystrom reported that the Airport just received the Letter of Engagement from Dalby, Wendland & Co., P.C. She added she felt confident that with the accounting firm's knowledge of WFAA's financial statements combined with the Interim Airport Manager and Staff's assistance there would be continuity in preparation of the financial statements.

Commissioner Simons moved to approve the Letter of Engagement from Dalby, Wendland & Co., P.C. to provide financial and accounting services until such time that a new Airport Manager and Administrative Manager are hired and that the total amount they would bill for their services would not exceed \$25,000. Vice Chairman McCormick seconded. Voice vote: all ayes. Motion carried.

**D. Proposal to Name Terminal Building Conference Room**

At the June 7, 2005 Board Workshop, Chairman Springer requested that the Board discuss a recommendation by him to name the terminal building 3<sup>rd</sup> floor conference room after Vice Chairman McCormick. In his opinion, Vice Chairman McCormick has served as an outstanding role model for other Board members during his time on the Board. He has also contributed greatly to the growth and development of the airport for the past several years. Chairman Springer believes that one way to acknowledge Vice Chairman McCormick's contributions to the furtherance of the airport is to name the 3<sup>rd</sup> floor conference room after him.

Since this agenda is being considered at the request of Chairman Springer, Staff will not offer a recommendation regarding it.

Commissioner Little moved that the Board approve naming the Airport 3<sup>rd</sup> floor conference room the Robert W. McCormick Conference Room at Walker Field.

Commissioner Palmer seconded. Roll call: Commissioner Stevens, aye; Commissioner Little, aye; Commissioner Palmer, aye; Chairman Springer, aye; Commissioner Simons, aye; Commissioner LaCroix, aye; Vice Chairman McCormick, no vote. Motion carried.

**E. Appointment of Ed Storer as Interim Airport Manager, Effective August 1, 2005**

Chairman Springer reported that Mr. Storer brings with him not only his management experience at Walker Field but also extensive experience at several other airports in Wyoming and Colorado. He added it was his belief that Mr. Storer's qualifications would be extremely beneficial to the Airport in this interim position.

Commissioner Simons moved to approve Ed Storer as Interim Airport Manager at Walker Field until a new airport manager is hired and on board. Commissioner Palmer seconded. Voice vote: all ayes. Motion carried.

**VI. DISCUSSION ITEMS**

**A. Proposed Restaurant Improvements in Terminal Building Boarding Area**

Manager Nystrom referred to the layout of proposed improvements provided by Mesa Café LLC as well as an estimate provided by FCI outlining their anticipated costs to incorporate the improvements.

Staff and the Tenant pointed out that there was some duplication in cost estimates in the FCI estimate as it included items that were going to be taken care of or had already been completed by the Tenant.

Discussion ensued concerning Tenants' plans for an additional liquor license to service the back restaurant, possible overlap in open hours of both services, cash flow projections for the back service versus the front, proposed costs for improvements, and what the lease rate was expected to be on the leasehold improvements.

Commissioner Simons suggested that the Tenants meet with FCI to review the estimates for the improvements and adjust those items that the Tenants plan to take care of themselves so that a final construction cost estimate could be determined. He added that he would like to see cash flow projections and review a time frame for completion of the improvements.

**B. Bid Award and Ground Lease Agreement for Taxiway C1-A General Aviation Area Parcel**

Discussion ensued concerning the length of time it has taken to award a successful bid on the C1-A General Aviation Area Parcel, as well as issues involving the weighing of criteria to commercial use. It was suggested to reject all previous RFPs on this parcel and put out a new RFP with the successful applicant to be determined by a lottery.

Vice Chairman McCormick moved that the Airport Authority reject all previous RFPs and return the applicants' deposits. Further, that the Airport Authority advertise a new RFP for the C1-A General Aviation Area Parcel using the existing lease application within the current Airport Authority policy. Board requested that the RFP state a lottery will be conducted to determine the successful applicant with a specific time and location for the lottery proceedings. Staff will then select the qualifying candidates and a lottery will be held to award a bid to the successful applicant. Commissioner Palmer seconded. Roll call: Commissioner Stevens, aye; Commissioner Little, aye; Commissioner Palmer, aye; Chairman Springer, aye; Commissioner Simons, aye; Commissioner LaCroix, aye; Vice Chairman McCormick, aye. Motion carried.

**C. Update on C1-A Paving Improvements and Landing View Lane**

Staff provided an update on the progress of the C1-A paving project, and stated that barring extreme weather conditions, the asphalt should be ready for vehicle use by midnight July 20<sup>th</sup>.

Staff reported that Landing View Lane has been paved with the exception of A and C tie-in roads, and that the project should be completed well within the 160-day time schedule. He added that M.A. Concrete has done an excellent job and has been great to work with.

**VII. AIRPORT MANAGER'S REPORT**

There were no additional comments to the Airport Manager's Report.

Chairman Springer presented Manager Nystrom with two, years-of-service plaques and a PDA Pocket PC on behalf of Board and Staff.

**VIII. OTHER ITEMS**

**A. August Board Workshop**

Chairman Springer reported that a special workshop is scheduled for July 27<sup>th</sup> to discuss the Airport Manager's job description and recruitment. Manager Nystrom suggested that the Board might consider this item to be included as topic for discussion at the August Board Workshop on August 2<sup>nd</sup>.

**B. Compensation Committee Update**

Chairman Springer announced that work of the Compensation Committee has been held in abeyance at the present time.

**IX. ADJOURNMENT**

Vice Chairman McCormick moved to adjourn the meeting. Commissioner Little seconded. Voice vote: all ayes. Motion carried. The meeting adjourned at 6:59 p.m.

APPROVED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2005.

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Craig N. Springer, Chairman

ATTEST:

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Charles S. Novinskie, Deputy Clerk