

Walker Field Airport Authority

Minutes of the Regular Board Meeting

January 18, 2000

BOARD COMMISSIONERS PRESENT: Miles McCormack Craig Springer
Steve Ammentorp Ken Sublett
Bob McCormick Mike Sutherland

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

Also Present: Authority Attorney Mike Grattan of Younge & Hockensmith, Chris Barge of The Daily Sentinel, and a representative of KJCT-TV.

I. CALL TO ORDER

Chairman McCormack called the meeting to order at 5:21pm.

II. APPROVAL OF AGENDA

Chairman McCormack asked for additions or changes to the published Agenda. Staff asked that Action Item B be changed to read: Authorization to Secure Financing for Construction of Aircraft Rescue Firefighting/Snow Removal Equipment Building and Resolution No 2000-003, Resolution to Borrow. Vice Chairman McCormick asked that Consent Agenda Items G and J be moved to Action Items. A motion was made by Vice Chairman McCormick to approve the Agenda and was seconded by Commissioner Sublett. The voice vote was all ayes.

III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments or communications.

IV. CONSENT AGENDA

A. Minutes: December 21, 1999 Regular Board Meeting

B. Minutes: January 4, 2000 Special Board Meeting

C. Acknowledgement of Receipt of November 30, 1999 Financial Statements/Accounts Receivable Report

Staff provided the Board with an update on the November, 1999 Financial Statements. On the Statement of Operations, year to date operating revenues are 3% higher than budgeted and year to date operating expenses are 8.7% lower than budgeted. The net result of the favorable operating revenues and expenses was an income to retained earnings balance of \$692,558, which is \$231,451 higher than budgeted year to date.

Rental car, parking lot, airline (landing fees), military, and general aviation revenues account for most of the higher than budgeted operating revenues.

On the Balance Sheet, unrestricted cash/investments increased \$205,451 for the month (an 18.4% increase). This was mostly the result of a reclassification of Runway 11/29 proceeds to unrestricted cash/investments, with corresponding liability line item entries to reflect FAA Settlement Proceeds Payable (\$188,519) and State CDAG Grant Advance (\$71,081).

Overall, November continued the trend of solid financial stability for the Authority.

D. First Addendum to Off Airport Rental Car Agreement Between Enterprise Leasing Co. of Denver, d.b.a. Enterprise Rent-A-Car and Walker Field Airport Authority

Staff reported to the Board that the original agreement, dated October 22, 1996, did not include an expiration date. The First Addendum terminates the original Agreement on April 30, 2003, further clarifies the 10% fee for airport generated revenues payable to the Authority, and properly renumbers Articles VI through XIX.

Staff recommended approval of the First Addendum to Off Airport Rental Car Agreement between Enterprise Leasing Company of Denver, d.b.a. Enterprise Rent-A-Car and Walker Field Airport Authority and requested that the Chairman be authorized to sign the Addendum on behalf of the Authority.

E. Resolution No. 2000-001: 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 which the Authority conducts business.

Staff recommended approval of the Resolution No. 2000-001: 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.

F. Contract Renewal with D&R Cleaning to Perform Terminal Building Custodial Services

The agreement with D&R Cleaning for janitorial services in the terminal building contains the provision for a one year extension at the current monthly cost of \$6,450.

Staff recommended that the Board authorize the extension of D&R Cleaning's agreement through December 31, 2000.

G. Resolution No. 2000-002: Resolution Regarding Form Ground Lease Agreement

Vice Chairman McCormick asked that this Resolution be moved to Action Items.

H. Amendments No. 2 and 3 to Raytheon Engineering Services/Isbill Associates Contract to Provide Design and Engineering Consulting Services for Aircraft Rescue Firefighting/Snow Removal Equipment Building and 4/22 Development Program

Staff presented to the Board, amendments to the existing Raytheon/Isbill contract covering the engineering, architectural, and contract administration of the design, bidding, and construction of the new ARFF/SRE building and engineering services for the hangar site layout plan, surveying, and utility installation in the 4/22 General Aviation development area.

Amount of Amendment No. 2 is \$149,350
Amount of Amendment No. 3 is \$37,250
Both amounts have already been budgeted.

Staff recommended the Board approve Amendments No. 2 & 3 and authorize the Chairman to sign the amendments to the contract between Isbill, Raytheon Infrastructure, Inc., and the Authority for engineering services.

I. Airport Layout Plan Revision for AIP 3-08-0027-16,17,18,19 Construction

The Airport Layout Plan (ALP) is updated at the conclusion of each AIP Project to reflect any additions or changes resulting from applicable projects. This proposed update reflects AIP projects 16,17, 18, and 19. These projects consist of Runway 4/22 rehabilitation, PAPI installation on Runways 4 and 11, security fencing around the western portion of the airport as well as between Confederate Air Force and Motel 6, terminal building beam repair, Taxiways A and C rehabilitation, Blue Angel Lane reconstruction, and LDA installation for Runway 29.

Staff recommended the Board approve the updated ALP and authorize the Chairman to sign the Airport Layout Plan on behalf of the Authority.

J. Request for Funding to Renovate West Terminal Building Interior Walls

Vice Chairman McCormick asked that this be moved to Action Items.

K. Agreement with Dale A. Wright and Marvin E. Trumbo dba Cowboy Carriers to Provide Skycap Services in the Terminal Building

Staff presented the Board with a proposed agreement from Cowboy Carriers to provide Skycap services at Walker Field. Air Wisconsin Airlines has contracted Cowboy Carriers to handle luggage for flights that are diverted to Grand Junction. While waiting for diversions, Cowboy Carriers proposes providing Skycap services to Walker Field Terminal Building customers. The service would only be provided on an intermittent basis between diversion flights. Cowboy Carriers would provide the service for tips only, and the Airport Authority would reserve the right to cancel the concession agreement without cause. The fee paid to the Airport Authority would be 10% of gross revenue. The insurance required would be \$300,000 combined single limit, and after three months the Concession Agreement could be re-negotiated if the services proved to be successful.

Staff recommended approval of the Agreement and requested that the Chairman be authorized to sign the agreement on behalf of the Airport Authority contingent upon receipt of the certificate of insurance naming the Airport Authority as an additional insured and a \$100 security deposit.

Vice Chairman McCormick made a motion to approve the Consent Agenda with Consent Items G & J being moved to Action Items. Commissioner Sutherland seconded. Roll was taken with all ayes. motion carried.

V. ACTION ITEMS

A. Election of 2000 Walker Field Airport Authority Officers/Special Presentation to Commissioner Miles McCormack

Commissioner Springer, on behalf of the nominating committee, recommended the following nominations: Bob McCormick as Chairman, Mike Sutherland as Vice Chairman, Corinne Nystrom as Treasurer, David Anderson as Clerk and Charles Novinskie as Deputy Clerk. A motion was made by Commissioner Sublett and seconded by Commissioner Sutherland to accept the nominations. Voice vote was all ayes.

Chairman McCormick presented outgoing Chairman McCormack with a plaque and thanked him for his service as Chairman of the Walker Field Airport Authority during 1999.

B. Resolution No. 2000-003: Authorization to Secure Financing for Construction of Aircraft Rescue Firefighting/Snow Removal Equipment Building and Resolution to Borrow

Staff reported to the Board that they had received five responses to an RFP requesting funding for the ARFF/SRE construction project. Staff narrowed the choices down to two, and met with Norwest Bank and 1st National Bank of the Rockies.

Staff pointed out that the total estimated cost of construction of the facility would be approximately \$1,000,000 and that the entire project would be paid for with passenger facility charges. Financing of approximately \$500,000 would be required for cash flow purposes.

Chairman McCormick raised the issue of indebtedness as it pertained to the Walker Field Airport Authority and whether or not the Authority is required to obtain the approval of the Mesa County Commissioners prior to the Authority securing any financing. Authority

Attorney, Mike Grattan presented the Board with copies of Colorado State Statute 41-3-106 Part E and noted that since the Authority was formed by a combination of the City of Grand Junction and Mesa County, and not just the County, the Authority does not have to obtain formal approval from the County Commissioners to obtain the financing.

Commissioner Springer asked specifics concerning interest rates from the banks. Staff presented the Board with estimates of payback amounts and financing costs for the two banking institutions that were being considered. There were no prepayment penalties if either loan was to be paid off early.

Chairman McCormick asked why the Board needed to approve a loan institution at this point in time if there were enough PFC funds to cover project costs until May of this year. Staff pointed out that in order to award the bid to construct the facility, funding had to be in place.

A motion was made by Commissioner Sublett to approve the Norwest proposal for financing, not to exceed \$500,000, for the Aircraft Rescue Firefighting/Snow Removal Equipment Building, and that the Chairman and Staff be authorized to execute any documents necessary to secure the financing in accordance with the Authority's Banking Resolution. Additionally, Staff recommended that a Corporate Resolution to Borrow, or similar document associated with this transaction be labeled as Resolution No. 2000-003, and that the Chairman be authorized to sign the resolution on behalf of the Authority upon review and approval of the document by the Authority Attorney. Commissioner Springer seconded. Roll call was taken. All ayes with the exception of Commissioner Ammentorp who abstained from voting.

C. Bid Award and Contract Agreement to Construct Aircraft Rescue Firefighting/Snow Removal Equipment Building

Staff presented the Board with a bid of \$841,995 from Dyer Construction for construction of the ARFF/SRE Building. The bid amount included site prep and building construction for the base, two bay building, and the site prep and building construction for one additional bay.

Chairman McCormick asked how the bid was advertised. Staff reported that the Request For Bids was advertised in The Daily Sentinel. Six bids were received. Staff pointed out, in response to a question from Commissioner Springer, that Dyer Construction is a local firm. Staff further noted that the bid was a "not to exceed" bid but that change orders may occur.

Staff recommended that the Board award the bid for the construction of the ARFF/SRE building to Dyer Construction for the amount of \$841,995 and authorize the Chairman to sign the corresponding contract agreement contingent upon attorney review of the contract, FAA 7460-1 approval, and the Authority securing financing for the project as outlined in Resolution No. 2000-003.

Commissioner Sutherland moved to award the bid to Dyer Construction for construction of the ARFF/SRE building in the sum of \$841,995 and with the approval of the conditions set forth by the staff recommendations. Commissioner Sublett seconded. Voice vote: All ayes. Motion carried.

D. Internet Access for Staff

Commissioner Sublett recommended the Authority adopt a policy concerning Staff Internet usage. Attorney Mike Grattan stated he had boilerplate guides for Internet access and that he would forward a copy to Staff.

E. Resolution No. 2000-002: Resolution Regarding Form Ground Lease Agreement

Staff presented the Board with proposed Resolution No. 2000-002: Resolution Regarding Form Ground Lease Agreement.

Chairman McCormick noted that there are two separate parts to the document--the lease agreement and the renewal of the lease agreement. Chairman McCormick felt that Parts 2-5 of the Resolution, pertaining to renewal of authority of the Airport Manager, could get lost in the shuffle. Thus the authority should automatically be renewed. With the document as written, the lease agreement will not have to be re-approved on a yearly basis--only at such a time when the lease agreement needs to be revised. As proposed, the agreement would have to be renewed on an annual basis because of the Airport Manager's annual authority renewal.

Commissioner Sutherland made a motion to amend proposed Resolution 2000-002 by dropping Numbers 2-5 from the Resolution, and that the Number "1" be deleted from the first page of the Resolution. Commissioner Sutherland further moved that the amended Resolution be approved by the Board. Commissioner Sublett seconded. A roll call vote was taken and the Resolution approved with all ayes.

F. Request for Funding to Renovate West Terminal Building Interior Walls

Chairman McCormick asked how the wall renovation fits in with what Interspace wants to do with new advertising.

Staff pointed out that Interspace has sold advertising for the west wall and that it would be in place by the end of January or early February. At no cost to the Walker Field Airport Authority, Interspace will be placing backlit advertising, signage, and a digital clock on the west wall located at the bottom of the down escalator.

Staff further pointed out that Interspace has been in contact with Van Sant Group in order to coordinate color schemes of any advertising with that of the terminal renovation project.

Staff recommended that the Board approve an amount not to exceed \$10,000 to remove the stained fabric from the five west walls and to refinish the walls with drywall and paint.

Commissioner Sutherland moved to approve funding, not to exceed \$10,000, for renovation of the five west walls in the terminal building. Seconded by Sublett. Voice vote: all ayes. Motion passed.

VI. DISCUSSION ITEMS

A. Currier Property Update

Staff presented the Board with an update concerning parcel #2705-333-00-011 consisting of 63.5 acres. Continuing discussions between Staff and Ms. Currier have resulted in a reduction in the asking price from \$3,000 per acre to \$1,000 per acre.

Commissioner Springer asked if the purchase of the land would mean that the Authority would own all land from the runway to I-70. Staff reported that it would not.

Commissioner Sutherland suggested that the Authority look into how much money is available in the FY2000 budget to purchase land and then make an offer based on funds available.

The Board recommended that Staff continue to have discussions with the Curriers to see if they would be willing to reduce their asking price.

B. Street Name Designation for Street South of the 4/22 Parcels

Staff reported that two names for the street, "Fly Don't Drive" and "Sky View Drive" have been considered for the new road south of the Runway 4/22 parcels. Commissioner Sutherland questioned whether or not an east/west running street could have a "drive" designation and suggested that Staff check with the City of Grand Junction. Commissioner Sublett voiced concern over the choice of "Fly Don't Drive" and stated that even though he wouldn't vote against the name, he would like to see a more conventional name.

Staff agreed to check with the City about a "drive" designation and would decide on a name at a later date.

VII. OTHER ITEMS

A. FAA Inspection

Chairman McCormick noted that it was quite an accomplishment to receive a FAR Part 139 inspection with no discrepancies for three straight years and that on behalf of the Board he wanted to thank the Staff. It was decided that at a future Staff Meeting, the Authority would have a luncheon to celebrate this accomplishment.

B. Airport Tours by Board Members

Chairman McCormick recommended that Board members who would like to meet with Staff prior to Board Meetings and/or Board Workshops in order to tour sites that might be relevant to items placed on the Board Agendas (i.e. touring the Currier property), make appointments/arrangements with Staff members as needed.

C. Mission Statement

Chairman McCormick suggested that at some point in the near future, the Board take a look at the Walker Field Airport Authority's Mission Statement.

VIII. ADJOURNMENT

There being no further business to come before the Board, Commissioner Sutherland moved to adjourn the meeting. Commissioner Sublett seconded. Unanimously carried. The meeting was adjourned at 7:15 p.m.

APPROVED AND ADOPTED THIS _____ DAY OF _____, 2000.

Robert W. McCormick, Chairman

ATTEST:

Charles S. Novinskie, Deputy Clerk