

Walker Field Airport Authority

Minutes of the Regular Board Meeting

February 15, 2000

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

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

Also Present: Mr. Joseph Marie of Federal Express.

I. CALL TO ORDER

Chairman McCormick called the meeting to order at 5:15p.m.

II. APPROVAL OF AGENDA

Chairman McCormick asked for additions or changes to the published Agenda. There were no changes to the Agenda. A motion was made by Commissioner Sutherland to approve the Agenda and was seconded by Commissioner McCormick. The voice vote was all ayes. Motion carried.

III. PUBLIC COMMENTS AND COMMUNICATIONS

There were no public comments or communications.

IV. CONSENT AGENDA

A. Minutes: January 18, 2000 Regular Board Meeting

B. Second Addendum to Ground Lease Agreement With Daly Construction, Inc

Staff provided the Board with an update regarding the issue of access to the northern portion of the Daly Construction, Inc. parcel and the resulting impact on the adjacent Gerald B. Feather, Esq. parcel. In order to provide access to the northern portion of the Daly Construction Inc. parcel, the involved parties agreed to increase the size of Mr. Daly's parcel and decrease the size of Mr. Feather's parcel. Consequently, Mr. Daly paid for a resurvey of both parcels, and an amendment to Mr. Daly's lease was prepared and signed by Mr. Daly to increase the size of his parcel. Mr. Feather is in the process of reviewing a lease on the parcel he is proposing to lease, reflecting the decrease in size. Authority Attorney Mike Grattan has reviewed and approved the Addendum.

Staff recommended approval of the Second Addendum To Ground Lease Agreement with Daly Construction, Inc. and requested that the Chairman be authorized to sign the Addendum on behalf of the Airport Authority.

C. Public Service Utility Easement for F.A.A. Power Loop Replacement

Staff provided the Board with a copy of a non-exclusive Easement Agreement between Public Service Company of Colorado and the Authority for the FAA power loop that Public Service installed in September, 1999. The lines that were installed replaced outdated lines to navigational aids on the airfield.

Staff recommended that the Board approve the non-exclusive easement Agreement and requested that the Chairman be authorized to sign the Agreement on behalf of the Authority.

Commissioner McCormack made a motion to approve the Consent Agenda. Commissioner Sublett seconded. Voice vote was all ayes. Motion carried.

V. ACTION ITEMS

A. Resolution 2000-004: Amendments to Applications No. 1, 2, and 3 of the Passenger Facility Charge (PFC) Program

Staff presented the Board with proposed Resolution 2000-004: Amendments to Applications No. 1, 2 & 3 of the Passenger Facility Charge (PFC) Program. The Resolution states the Authority's intent to close-out passenger facility charge (PFC) Applications No. 1 and No. 2., and the intent to amend Application No. 3 for the Walker Field Airport. Applications No. 1 and No. 2 include the Runway 11/29 renovation project and recent airport improvement program (AIP) projects, such as the rehabilitation of Runway 4/22 (AIP-16); design work for Taxiway A rehabilitation and installation of security fencing (AIP-17); and Taxiway A rehabilitation (AIP-18). The proposed PFC amounts for each of these projects reflect the actual or final estimated costs for these projects.

The proposed amendment to Application No. 3 removes "Acquire Snow Removal Equipment" from the project list. The cost of the other two projects within this Application (Rehab Taxiway C and Construct ARFF/SRE Building) will remain unchanged. The proposed Resolution No.

2000-004 is a part of the formal amendment process required by the FAA.

Notices of the proposed amendments were sent to all airlines that reported enplanements during 1998 and to all airlines that remitted PFCs to the Authority during 1999. As required by the FAA, these notices also provided an invitation to all of the airlines to attend a meeting (Monday, February 14, 2000) at which they could pose questions regarding the proposed amendments. Individual airlines then have 30 days from the date of the meeting to certify agreement or disagreement with the proposed amendments. Upon conclusion of the 30-day waiting period, the Authority can submit its applications to amend Applications No. 1, No. 2, and No. 3 to the FAA. Approval of the Resolution would provide authorization to the Airport Manager to submit the Applications to the FAA.

Staff recommended that the Board adopt Resolution 2000-004: Amendments to Applications No. 1, 2, and 3 of the Passenger Facility Charge (PFC) Program.

A motion was made by Vice Chairman Sutherland that the Board approve Resolution 2000-004: Amendments to Applications No. 1, 2, and 3 of the Passenger Facility Charge (PFC) Program and that the Chairman be authorized to sign the Resolution on behalf of the Authority. The motion was seconded by Commissioner Sublett. Roll call was taken with all ayes. Motion carried.

B. Request for Reauthorization of FY1999 Blue Angel Lane and Localizing Directional Aid (LDA) Capital Project Appropriations for FY 2000

Staff noted that in 1999, the Board appropriated \$17,000 for the Authority's portion of the reconstruction of Blue Angel Lane. The reconstruction of Blue Angel Lane was a part of AIP-18 and has been completed. Final invoices are in the process of being prepared. Because the final invoice will be dated in 2000, it is necessary to reappropriate a portion of the unused appropriation for this project in the amount of \$500.63 in the FY 2000 budget (total Authority costs for this project are estimated to be \$15,467.59).

In 1999, the Board also appropriated \$100,000 for the installation of the Runway 29 localizing directional aid (LDA). Because of the approval of a Colorado Division of Aeronautics Discretionary Grant (CDAG) and reduced project costs, the revised Authority portion of the project costs is \$10,000. Although the project was completed in 1999, final invoices for this project will not be received until 2000. Thus, it is necessary to reappropriate the \$10,000 for this project to the FY 2000 budget. The proposed reappropriations do not increase the project costs to the Authority. Instead, the reappropriations are necessary for fiscal year capital budget requirements.

Staff recommended that the Board reappropriate \$500.63 for Blue Angel Lane and \$10,000 for the LDA to the FY 2000 budget.

A motion was made by Vice Chairman Sutherland that the Board reappropriate \$500.63 for Blue Angel Lane and \$10,000 for the LDA. The motion was seconded by Commissioner Morris. A voice roll vote was taken with all ayes.

C. Bid Award for Design and Specification Services, Contract Administration, and Project Coordination Services for Terminal Building Renovation Project

Staff reported that on January 26th, the Authority advertised a Request for Qualifications to perform design and project administration services pertaining to the upcoming terminal building renovation projects. Two firms responded--Merit Engineering, Inc. of Grand Junction, Arizona, and California, and the Van Sant Group of Colorado Springs.

Staff held interviews on Monday, February 14th and recommended that the Board award the bid to the Van Sant Group of Colorado Springs.

A motion was made by Vice Chairman Sutherland that the Van Sant Group be awarded the bid for design and specification services, contract administration, and project coordination services for the Terminal Building Renovation Project. The motion was seconded by Commissioner McCormack. Voice vote: all ayes. Motion carried.

D. Bid Award for Nighttime Airport Perimeter Security Patrol Services

Staff reported to the Board that the Authority advertised on February 6th for airport security patrol services and that one proposal was received. The proposal was higher than the amount budgeted, and Staff noted that they would look into the matter and report back to the Board at a later Board meeting. No action taken.

E. Proposed Lease Agreement Between Busco, Inc. d.b.a. Arrow Stage Lines and Walker Field Airport Authority

Staff reported that Air Wisconsin contracts with Arrow Stage Lines to transport passengers of flights diverted to Walker Field to their final destination during the ski season. Arrow's busses have been parking in the area on the southeast corner of Walker Field Dr. and Aviators Way. The busses will be relocated to an area west of the rental car parking lot, and the Agreement grants Arrow Stage Lines the right to park up to three busses owned or leased by Arrow Stage Lines in the specified area. The rent paid to the Airport Authority will be \$21 per month, and the agreement expires on April 15, 2000. Authority Attorney Mike Grattan has reviewed and approved the Agreement.

Staff recommended approval of the Agreement and requested that the Chairman be authorized to sign the Agreement on behalf of the Airport Authority.

A motion was made by Commissioner Ammentorp that Busco, Inc., dba Arrow Stage Lines, be allowed to park up to three busses in the area west of the rental car parking lot for a fee of \$21 per month, and that the Chairman be authorized to sign the Agreement on behalf of the Authority. Vice Chairman Sutherland seconded. A voice vote was taken with all ayes. Motion carried.

VI. BOARD COMMITTEE REPORTS

A. Airport Manager Committee

Commissioner Morris reported on the status of the Airport Manager annual goals identification process.

B. Facilities Committee

Vice Chairman Sutherland reported that the Committee has not had an initial meeting. The date of the first meeting, Tuesday, February 22, 2000 at 4 p.m., was agreed upon by the Committee members.

VII. AIRPORT MANAGER'S REPORT

A. FAA Inspection Luncheon/Tour

Manager Nystrom commented that the luncheon to celebrate the Authority's successful FAR Part 139 Inspection will be Wednesday, February 23 at 1:15 p.m. and that an airport tour will be conducted for Board members prior to the luncheon.

B. 1999 Audit

Staff reported that the field work has been completed, and the auditors are in the process of preparing the Audit Report.

C. Easement Agreement

Manager Nystrom noted that Staff is working with Attorney Grattan to draft a boilerplate easement agreement to present to the Board at a later meeting.

D. Authority to Sign

Manager Nystrom is working with Attorney Grattan to prepare a resolution which would authorize the Airport Manager to sign certain service agreements with vendors and boilerplate lease agreements, as requested by the Board.

E. Graphic Design RFP

Staff noted that an RFP for graphic design services for advertising and marketing has been published. Staff will be conducting interviews with qualified proposers, and making a recommendation at the March, 2000 Board meeting.

F. Internet Usage Agreement

Staff reported that they are drafting an Internet Usage Policy for Authority employees. Commissioner Sublett commented that the policy should probably be a separate policy instead of being added to the Personnel Policy Manual. It was suggested that the policy could also be an addendum to the Manual. Commissioner Sublett pointed out that since Board members also have e-mail addresses associated with the airport, the Policy should also apply to Board members.

G. Voice Messaging

Staff commented that a one-year agreement for voice mail/messaging for the Authority has been signed with U.S. West. Service is scheduled to take affect in five to ten days.

H. Road Name

Manager Nystrom reported that the name for the new road in the general aviation area is Navigators Way.

I. Noise Complaints

Staff reported complaints were filed with the WFAA in response to a military flyby on February 14th. Manager Nystrom stated that Staff will begin compiling a monthly report on noise complaints.

J. Terminal Building Renovation

Staff stated that the vending machines in the boarding area have been moved to the former "play area" and that the arcade/video games are scheduled to be moved into a recessed area located to the east of the gift shop in the boarding area. Staff also reported on the completion of the west wall renovation project.

VIII. DISCUSSION ITEMS

A. Liability Insurance

Chairman McCormick raised the question of liability insurance and asked if \$1,000,000 was enough for certain construction projections. Staff responded existing insurance requirements vary from project to project and is dependent upon the scope of the work to be performed. Staff agreed to look into the question of liability insurance requirements and will report back to the Board.

IX. OTHER ITEMS

There were no other items for discussion.

X. ADJOURNMENT

There being no further business to come before the Board, Commissioner Morris moved to adjourn the meeting. Commissioner Sublett seconded. Unanimously carried. The meeting was adjourned at 6:54 p.m.

APPROVED AND ADOPTED THIS 21st DAY OF March, 2000.

Michelle J. La

ATTEST:

Charles S. Novinski

Charles S. Novinski, Deputy Clerk