

Walker Field Airport Authority

Minutes of the Regular Board Meeting

June 20, 2000

BOARD COMMISSIONERS PRESENT: Robert McCormick Miles McCormack
 Steve Ammentorp Ken Sublett
 Craig Springer

AIRPORT STAFF PRESENT: Corinne Nystrom Charlie Novinskie
 John Thomas Dan Reynolds
 Ben Peck

Also Present: Joseph Marie of Federal Express and Merv Heinecke of Extreme Construction.

I. CALL TO ORDER

Chairman McCormick called the meeting to order at 5:21 p.m.

II. APPROVAL OF AGENDA

Chairman McCormick asked for additions or changes to the published Agenda. Consent Agenda Item H was moved to the Action Items. Manager Nystrom asked that an Executive Session be added at the end of the meeting to discuss a personnel matter. A motion was made by Commissioner Springer to approve the Agenda as amended and was seconded by Commissioner Ammentorp. 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: May 16, 2000 Regular Board Meeting

B. Acknowledgement of Receipt of April, 2000 Financial Statements/Accounts Receivable Report

Staff reported that year to date operating revenues are 6.9% higher than budgeted and year to date operating expenses are 10% lower than budgeted. Rental cars, airline landing fees, terminal building concessions, fuel flowage fees and aviation fuel tax revenues were over budget (year to date). The net result of the operating revenues and expenses was an income to retained earnings balance of \$74,486, which is \$91,267 higher than budgeted year to date.

On the Balance Sheet, nonrestricted cash/investments increased 2.3% for the month, and cash available for the aircraft rescue firefighting/snow removal equipment (ARFF/SRE) facility increased (net) \$448,479--reflecting the Authority's receipt of bond proceeds for this project.

C. F.A.A. Grant Agreement AIP Project No. 3-08-0027-20 (East Air Carrier Apron Reconstruction)

Staff reported that the FAA has offered the Authority a grant in the amount of \$622,000 to be used for the rehabilitation of the eastern portion of the air carrier apron. The project will replace a section of the old asphalt ramp with reinforced concrete. The project has been bid and awarded to Mays Concrete, contingent on the Authority's, City of Grand Junction's, and Mesa County's acceptance of the grant.

Furthermore, the Authority has been awarded a Colorado Division of Aeronautics grant in the amount of \$75,000 to be used for the project. The Authority's funding portion will be \$69,000. Staff expects a Notice to Proceed date of early September, with a projected completion date of November 1, 2000.

Staff recommended that the Board approve and authorize the Chairman to sign the Grant Agreement with the FAA for AIP Project No. 3-080027-20 in the amount of \$622,000.

D. Supplemental Co-Sponsorship Agreements with City of Grand Junction and Mesa County for FAA Grant Agreement for AIP Project No. 3-08-0027-20

Staff reported that the City of Grand Junction, Mesa County, and the Airport Authority need to sign Supplemental Co-Sponsorship Agreements for each FAA Grant offered because the City and County have taxing Authority, provide the underlying financial liability of the Sponsor (the Authority), and that the City and County have land use and zoning authority for the community surrounding Walker Field.

Staff recommended that the Board approve and authorize the Chairman to sign the Supplemental Co-Sponsorship Agreements with the City of Grand Junction and Mesa County for AIP Project No. 3-08-0027-20.

E. FAA Grant Agreement for AIP Project No. 3-08-0027-21

Staff reported that the FAA has offered the Authority a grant in the amount of \$106,833 to complete an Airport Layout Plan Update. Following a formal bid process, the Authority selected Raytheon Infrastructure Inc., Isbill Division, as the planning consultant to complete the plan, contingent on the Authority's, City of Grand Junction's, and Mesa County's acceptance of the grant.

The completion of this project is scheduled for 7 to 9 months from the time of the published Notice to Proceed.

Staff recommends that the Board approve and authorize the Chairman to sign the Grant Agreement with the FAA for Project No. 3-08-0027-21: Airport Layout Plan Update for the amount of \$106,833.

F. Supplemental Co-Sponsorship Agreements with City of Grand Junction and Mesa County for FAA Grant Agreement for AIP Project No. 3-08-0027-21

Staff reported that the City of Grand Junction, Mesa County, and the Airport Authority need to sign Supplemental Co-Sponsorship Agreements for each FAA Grant offered because the City and County have taxing Authority, provide the underlying financial liability of the Sponsor (the Authority), and that the City and County have land use and zoning authority for the community surrounding Walker Field.

Staff recommended that the Board approve and authorize the Chairman to sign the Supplemental Co-Sponsorship Agreements with the City of Grand Junction and Mesa County for AIP Project No. 3-08-0027-21.

G. Sublease Agreements Between Buescher Family Limited Partnership and West Star Aviation, Inc.

Staff reported on three Sublease Agreement renewals between the Buescher Family Limited Partnership (BFLP) and West Star Aviation.

Sublease 1: BFLP grants West Star Aviation, Inc. the right to use 795 square feet at 800 Heritage Way to store line support equipment in addition to conducting activities related to West Star Aviation, Inc.'s operation as a fixed based operator. The term of the sublease is October 1, 1999 through September 30, 2001.

Sublease 2: BFLP grants West Star Aviation, Inc. the right to use 840 square feet at 800 Heritage Way to provide defense fuel and other FBO services. The term of the Sublease is October 1, 1999 through November 30, 2001.

Sublease 3: BFLP grants West Star Aviation, Inc. the right to use 492 square feet at 796 Heritage Way for a conference room and other activities related to its operation as an FBO. The term of the Sublease is October 1, 1999 through September 30, 2001.

Staff reported that Attorney Mike Grattan reviewed the documents and requested that additional language be added to the subleases. BFLP did not agree to the additional language. Commissioner Springer inquired into the wording of the additional language. Staff reported that Attorney Grattan felt that the Airport Authority should be named as a third party beneficiary to the subleases. Although the language was not added, it was agreed upon that the current subleases, as written, provided sufficient protection the Airport Authority.

Staff recommended that the Board approve all three Sublease Agreements and that the Chairman be authorized to sign the Agreements on behalf of the Authority.

H. Mission Statement Direction Document

This Item was removed from the Consent Agenda and moved to Action Items.

Commissioner McCormack moved to approve the Consent Agenda. The motion was seconded by Commissioner Sublett. Roll was taken: all ayes.

V. ACTION ITEMS

A. Bid Award for Clerical Services for Preparation of Board Meeting Minutes

Staff reported that in order to maximize the efficiency of the Staff, the recording and preparation of Board minutes be outsourced. After advertising for clerical services, Staff conducted interviews with four qualified candidates.

Staff recommended the selection of KLB Business Services to provide clerical services associated with the preparation of Minutes from regular and special Board meetings beginning with the July 18, 2000 Regular Board Meeting and that \$2,450 be added to the operating expense line item "Professional Services."

Commissioner Ammentorp moved that KLB Business Services be retained to provide clerical services in association with the preparation of Board Meeting Minutes and that \$2,450 be added to the Professional Services operating expense line item to cover the projected costs for 2000. Seconded by Commissioner Sublett. A voice vote was taken with all ayes. Motion carried.

B. Bid Award and Contract Agreement to Provide Specifications, Design and Project Administration Services for Terminal Building Heating, Ventilation, and Air Conditioning (HVAC) Improvements

Staff reported that they had put out a Request for Qualifications for a firm that could conduct a study and recommend the type of equipment required to improve the HVAC system in the terminal building, as well as oversee the installation of the system.

Staff recommended that Burke and Associates be awarded the contract for the project design and administration of the terminal building HVAC improvements and that the Chairman be authorized to sign the agreement on behalf of the Authority.

A motion was made by Commissioner Springer to award the contract for the project design and administration of the terminal building HVAC improvements to Burke and Associates, and that the Chairman be authorized to sign the agreement on behalf of the Authority. Seconded by Commissioner Ammentorp. Voice vote taken. All ayes.

C. Bid Award and Contract Agreement for Terminal Building Interior Renovations

Staff worked with Van Sant Group to assemble contract and bid documents for the renovation of selected interior locations of the terminal building. The project would include the construction of two storage spaces, installation of a drop ceiling and lighting in the baggage

claim area, modification of existing and construction of additional stairways west of the main elevator, replacement of the main elevator cab, removal of wall carpet on the east terminal wall and installation of fabric panels.

Bids received had a large variance in dollar amounts. Staff recommended that the Board reject all of the bids. Chairman McCormick asked if it was possible to do the stairway and the elevator at a later date. Staff stated that the bid could be broken out to include separate schedules for each of the projects.

A motion was made by Commissioner McCormack that the Authority reject all of the bids received and that the projects be rebid with the stairway and elevator projects being listed as separate items. The motion was seconded by Commissioner Springer. A roll call vote was taken. All ayes. Motion carried.

D. Bid Award and Contract Agreement for Airport Landscaping Improvements

Staff commented that proposed airport landscaping improvements include the installation of berms, decorative rock, grass, bushes, shrubs, and trees in selected locations adjacent to Walker Field Drive and the terminal building area.

Bids received were higher than projected, and Staff recommended that the Board reject the bids. Chairman McCormick stated that he would like to see money made available to plant trees as soon as possible because of the time involved for trees to reach maturity.

Commissioner Ammentorp made a motion to reject all of the bids received for landscaping, but to authorize \$20,000 for use in the planting of ground cover and trees. The motion was seconded by Commissioner Sublett. The voice vote was all ayes. Motion carried.

E. Request for Funds for Additional FY2000 Capital and Operating Expenditures

The Authority's FY 2000 Budget includes \$498,770 for capital expenditures. Staff recommended an additional \$120,000 in capital appropriations to fund the following projects:

- Terminal Roof Replacement: \$60,000
- West Star/Public Service Co. Electric: \$23,000
- ARFF Truck Accessories: \$7,500
- Fog Seal Lower Freight Road: \$1,000
- Fog Seal/Repair Taxiway C-1A, Fog Seal/Patch Non-Exclusive Taxiway adjacent to the Colorado Skunkworks Hangar: \$1,500
- Fog Seal/Patch Falcon Way, Patch Repairs/Aviators Way: \$2,000
- Land Acquisition: \$20,000.

A motion was made by Commissioner Sublett to appropriate an additional \$120,000 to the FY 2000 capital expenditures budget. Commissioner McCormack seconded. A voice vote was taken. All ayes.

F. Standardized Contractors' Agreement

Staff presented the Board with a proposed boilerplate agreement for airport contractors who provide general construction or renovation services. The agreement pertains to projects with contract values exceeding \$10,000.

Authority Attorney Grattan suggested that contracts in excess of \$100,000 be prepared on an individual basis. Furthermore, minimum insurance requirements as outlined during the May, 2000 Regular Board Meeting were incorporated into the agreement.

Staff recommended that the Board approve the Standardized Contractors' Agreement.

A motion was made by Commissioner Springer that the Standardized Contractors' Agreement be approved as presented. Commissioner Sublett seconded. A voice vote was taken. All ayes.

G. WFAA Internet, E-Mail and Instant Messaging Policy

Staff presented the Board with a copy of the proposed Internet, E-mail, and Instant Messaging Policy. Since WFAA provides internet, e-mail and instant messaging services to its employees at the worksite, the Policy addresses acceptable and unacceptable uses.

Staff recommended approval of the Internet, E-mail, and Instant Messaging Policy and requested that it be incorporated into the WFAA Personnel Policy Manual.

A motion was made by Commissioner McCormack that the Board approve the Internet, E-mail, and Instant Messaging Policy and that it be incorporated into the WFAA Personnel Policy Manual. Commissioner Sublett seconded. A voice vote was taken. All ayes. Motion carried.

H. Mission Statement Direction Document

Chairman McCormick stated that the revised document needed a little bit more "wordsmithing" before Board approval. Commissioner Sublett suggested that the word "policy" be changed to "directive."

Staff agreed to rework the document and present it to the Board at the next Board Meeting. No further action taken.

VI. BOARD COMMITTEE REPORTS

A. Facilities Committee

Staff updated the Board concerning the progress on the planned move of administrative offices to the third floor. The Facilities Committee also reported that \$10,000 had been set aside for landside signage and that a priority would be to include backlit signs.

Chairman McCormack asked that the committee stay apprised of the City of Grand Junction's plans as they pertain to drainage near the Airport. Staff reported that Raytheon is working with the City on drainage issues on behalf of WFAA.

B. Personnel Committee

Commissioner Sublett stated that the Committee would be meeting again next month and would file a report at that time. Manager Nystrom pointed out that three of the four Staff position profiles were completed and have been forwarded to the Committee and that the fourth one will be completed later in the week.

VII. AIRPORT MANAGER'S REPORT

A. West Star and BLM Gates

Staff reported that WFAA will be notifying West Star Aviation and the Bureau of Land Management that the Authority will be turning over their gates to them (in regard to maintenance and security). Commissioner Sublett pointed out that there might come a day that the airport needs to have its own in-house security department.

B. Terminal Building Wall

Staff reported that during a recent windstorm, the wall above the car rental area separated and that it may take up to \$10,000 to repair the damage.

C. Staff Meetings

Manager Nystrom reported on a number of meetings attended by Staff, including meetings with America West Airlines in Phoenix concerning marketing, as well as the Colorado Airport Operators Association (CAOA) Spring Conference in Vail. Also, at the invitation of Denver International Airport, Manager Nystrom attended a Regional Air Service Technical Group meeting in Denver. Vice Chairman Sutherland and Administrative Services Manager David Anderson attended the 72nd annual AAAE Conference in Baltimore.

VIII. DISCUSSION ITEMS

A. Review of Proposed Aircraft Noise Compatibility Procedures

Staff presented the Board with copies of the proposed Noise Compatibility Procedures as revised by the Noise Compatibility Committee and requested input.

B. Currier Property

Staff updated the Board concerning the Currier property negotiations. The seller has stated that she will accept the sum of \$51,000 as long as that amount is a net \$51,000 to her. Staff reported that the Authority will be responsible for closing costs, title insurance premiums, recording fees, and Phase I environmental assessment fees of approximately \$3,300. The Board consensus was to proceed with the purchase of the property.

C. Rental Car Concession Audit

Staff discussed doing one random audit per year on the car concessions. The Board requested that all six-car concessions be audited the first year with a one-per-year audit to be performed randomly each consecutive year. Staff agreed to place the audit funding request on the Agenda for next month's Board Meeting.

D. July Workshop

The Board agreed that since the first Tuesday of July is a holiday (July 4th) that they would forego holding a July, 2000 Board Workshop.

IX. OTHER ITEMS

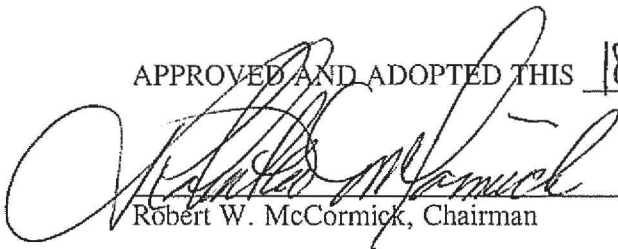
A motion was made by Commissioner Springer and seconded by Commissioner Sublett to go into Executive Session at 8:33 p.m. to discuss personnel matters. Voice vote, all ayes. Motion carried.


A motion was made by Commissioner McCormack and seconded by Commissioner Sublett to come out of Executive Session at 9:09 p.m. Voice vote, all ayes. Motion carried.

X. ADJOURNMENT

There being no further business to come before the Board, Commissioner Springer moved to adjourn the meeting. Commissioner Sublett seconded. Unanimously carried. The meeting was adjourned at 9:10 p.m.

APPROVED AND ADOPTED THIS 18th DAY OF July, 2000.


Robert W. McCormick, Chairman

ATTEST:

Charles S. Novinskie, Deputy Clerk