

The Grand Junction Regional Airport Authority By-Laws require that the election of officers for a new year be held at the first regular board meeting in January. The positions for election include: Chairman (Board Member), Vice Chairman (Board Member), Treasurer (Historically, the Airport Manager), Clerk (Airport Staff Member), and Deputy Clerk (Airport Staff Member).

Staff recommended the following individuals to serve in the 2008 Officer position:

- Treasurer: Rex A. Tippetts
- Clerk: Amy Jordan
- Deputy Clerk: Eddie Storer

Commissioner Granum moved to elect Doug Simmons as Chairman, John Stevens as Vice Chairman, Manager Rex A. Tippetts as Treasurer, Amy Jordan as Clerk and Eddie Storer as Deputy Clerk. Commissioner Doody seconded. Voice vote: all ayes. Motion carried.

The meeting was turned over to newly elected Board Chairman, Doug Simmons.

B. Designation of Public Posting Places for Meetings of the Grand Junction Regional Airport Authority Board of Commissioners

Colorado State Law requires that the Airport Authority designate the public place or places for posting notices of meetings of the Board of Commissioners. The designation shall take place at the Airport Authority's first regular meeting of each calendar year. The Airport Authority By-Laws require that notices of such meetings be posted in at least three (3) places within the City of Grand Junction, three (3) places within Mesa County, and the Mesa County Courthouse.

Staff recommended that the Board approve the designation of the following locations for posting notices of meetings, as outlined in the By-Laws.

- Grand Junction City Hall (within the City and County)
- Mesa County Administration Building (within the City and County)
- Mesa County Courthouse (within the City and County)
- Walker Field Terminal Building
- Grand Junction Regional Airport Website

Commissioner Granum moved to approve the designation of locations for posting notice of meetings of the Grand Junction Regional Airport Authority Board of Commissioners as recommended by Staff and as outlined in the By-Laws. Commissioner LaCroix seconded. Voice vote: all ayes. Motion carried.

C. Resolution No. 2008-001: Revised Banking Resolution – A Resolution Concerning Execution of Documents Pertaining to Bank Accounts

Each year, the Board adopts a new banking resolution. The resolution is sent to all financial institutions with which the Authority conducts business. The resolution is as follows:

1. Operating Expenses – Checks less than \$25,000 for invoices pertaining to regular business of the Authority – One staff signature.
2. Operating Expenses – Checks equal to or greater than \$25,000 for invoices pertaining to regular business of the Authority – One staff signature and one board member signature.
3. Board approved 2008 budgeted debt service payments (*currently bonds for Walker Field Drive Improvements*) – One staff signature.
4. Board approved 2008 budgeted payments to vendors constructing Walker Field Drive Improvements – One staff signature.

Items 3 and 4 are a change from 2007. Item 3 was added to allow staff to make 2008 Board approved budgeted debt service payments. Item 4 was added to allow staff to pay large dollar invoices on the 2008 Board approved Walker Field Drive capital project.

Staff recommended the Board approve Resolution No. 2008-001: Resolution Concerning Execution of documents pertaining to bank accounts contingent upon the insertion of the Board officers' and members' names, resulting from the election of officers and authorize the Chairman to sign the Resolution on behalf of the Authority.

Commissioner LaCroix moved to approve Resolution No. 2008-001: Resolution Concerning Execution of documents pertaining to bank accounts contingent upon the insertion of the Board officers' and members' names, resulting from the election of officers and authorize the Chairman to sign the Resolution on behalf of the Authority. Commissioner Granum seconded. Roll call: Commissioner Doody, aye; Commissioner LaCroix, aye; Commissioner Little, aye; Chairman Simmons, aye; Commissioner Granum, aye. All ayes: Motion carried.

D. Adoption of Resolution No. 2008-002: Resolution of the Board of Commissioners Regarding Authority to Execute Standardized Agreements for the Grand Junction Regional Airport Authority

The "Standardized Agreements" include the following:

- Ground Leases
- Building Use and Lease Agreement
- Sublease Agreement

- Easement Deed and Agreement
- Independent Contractor Agreement
- Loan of Property Agreement
- Community Exhibit and Display Agreement
- Off-Airport Rental Car Agreement
- Licensing Agreement
- Termination Agreement
- Landlord's Consent to Lease Assignment

Resolution 2008-002 renews the authority granted previously to the Airport Manager to execute Standardized Agreements including certain amendments thereto, assignments thereof, and terminations thereof (unless such documents contain additional provisions that have not been previously approved by the Board) on behalf of the Authority. The Airport Manager will continue to apprise the Board of any such Standardized Agreement signed during the previous month. This resolution will expire on January 31, 2008 unless renewed by the Board.

Staff recommended the Board approve Resolution No. 2008-002 and authorize the Chairman to sign the resolution on behalf of the Airport Authority.

Commissioner Little moved to approve Resolution No. 2008-002: Resolution of the Board of Commissioners Regarding Authority to Execute Standardized Agreements for the Grand Junction Regional Airport Authority and authorize the Chairman to sign the Resolution on behalf of the Airport Authority. Commissioner Granum seconded. Roll call: Commissioner Doody, aye; Commissioner LaCroix, aye; Commissioner Little, aye; Chairman Simmons, aye; Commissioner Granum, aye. All ayes: Motion carried.

E. Resolution No. 2008-003: Capitalization Policy Resolution – a Resolution Concerning Increasing the Capitalizing Limit from \$1,000 to \$5,000

The Airport Authority has a policy of capitalizing assets with useful lives greater than one year and a cost equal to or greater than \$1,000, resulting in the accounting tracking assets of inconsequential value.

Increasing the cutoff for capitalizing assets from \$1,000 to \$5,000 would minimally increase expenses and eliminate the account tracking of small value assets. The Board approved 2008 budget can accommodate the increase in expenses resulting from a change in the capitalization policy.

This policy change does not alleviate departmental responsibility to continue to monitor and safeguard airport assets. Accounting would continue to maintain a database of all property equal to or greater than \$5,000.

This recommendation is also supported by the current Airport auditors: Chadwick, Steinkirchner, Davis & Co.

Staff recommended the Board approve Resolution No. 2008-003: Resolution concerning increasing the capitalization of assets with a useful life of over one year from \$1,000 to \$5,000.

Commissioner Doody moved to approve Resolution No. 2008-003: Resolution concerning increasing the capitalization of assets with a useful life of over one year from \$1,000 to \$5,000. Commissioner Granum seconded. Roll call: Commissioner Doody, aye; Commissioner LaCroix, aye; Commissioner Little, aye; Chairman Simmons, aye; Commissioner Granum, aye. All ayes: Motion carried.

F. Selection of Principal Consultant to Provide Engineering Services at the Grand Junction Regional Airport

Following the sale of our current engineering firm “Carter Burgess” to Jacobs Engineering we advertised a Request for Qualifications (RFQ) to explore the airports options for engineering services. RFQs were due January 9th. Three RFQs were received:

1. Armstrong Consultants, Inc.
2. Burke Associates, Inc.
3. J3Aviation Consultants Inc.

Burke Associates are Mechanical and Electrical engineers having no experience working on airport civil engineering projects and will not be interviewed. Armstrong and J3 will both be interviewed prior to the board meeting on January 15th.

Recommendation from Staff will be made at the Board Meeting following interviews.

Manager Tippetts reported that interviews took place with Armstrong Consultants, Inc. and J3 Aviation Consultants, Inc. on January 15. He stated that after analyzing the outcome of the interviews and taking into consideration the need for continuity in the completion of Walker Field Drive, it was concluded that J3 Aviation Consultants was more qualified to carry on as principal consultant to provide engineering services at the airport.

Manager Tippetts recommended the Board approve a new working agreement with J3 Aviation Consultants, Inc. and terminate the Airport’s contract with Carter Burgess effective in thirty (30) days.

Commissioner LaCroix moved to terminate the Airport’s agreement with Carter Burgess effective in thirty (30) days, and to contract with J3Aviation Consultants as Principal Consultant to provide engineering services at the Grand Junction Regional Airport. Commissioner Little seconded. Voice vote: all ayes. Motion carried.

VI. DISCUSSION ITEMS

A. Master Plan Study Update – Barnard Dunkelburg and Company

Mark McFarland of Barnard Dunkelburg and Company reported that the first Master Plan Study Group committee meeting had been held and preparations were in the making to do an in-depth analysis that will guide the airport for the next twenty years. He stated that committee meetings would be structured on days where the group could meet with the Airport Authority to discuss continued progress and to ensure they were headed in the right direction.

Manager Tippetts explained that the Master Plan Study Group consists of 12 local individuals including representatives from rental car agencies, the airlines, general aviation, and city and county planning.

B. Manager's Report

Manager Tippetts reported that representatives from American Airlines would arrive on January 28th. He stated that an itinerary for their visit was being developed which would include some Board participation, and that a reception with City Council and County Commissioners is planned. He added that he would keep the Board informed of the itinerary.

Manager Tippetts reported that the 2007 employee reviews had been completed resulting in merit raises ranging from zero to 7%, with an overall average of 4.2% for over 25 employees.

Manager Tippetts announced that the air show is scheduled to take place this year on September 26, 27 and 28.

VII. OTHER ITEMS

A. Board Workshop: February 5, 2008

B. Regular Board Meeting: February 19, 2008

VIII. ADJOURNMENT INTO EXECUTIVE SESSION

Chairman Little moved to adjourn into Executive Session to discuss possible land purchase. Commissioner Doody seconded. Voice vote: all ayes. Motion carried.

The meeting adjourned into Executive Session at 5:50 p.m.

APPROVED AND ADOPTED THE _____ DAY OF _____, 2008.

Chairman Doug Simmons

ATTEST:

Amy Jordan, Clerk