

REGULAR MEETING  
December 9, 1982

Members Present: Chairman pro tem H. R. Barnett, Commissioners Louie Brach, Betsy Clark and Frank Dunn. Also present Airport Manager Paul Bowers, Clerk M.A. Harms and Airport Attorney Pearce.

Guests: Daren Cyphers, Hertz; Ken Cox, National; Joe Bestgen, Avis; Gene Harrison; Tony Sweney, Grandmet; Duane Phelps, Frontier; Peggy Wallace, Transwestern/United; Dick Schmitz, Continental; Steve Hodge, WestCom; Joan Smith, Gift Shop; Chuck Kohles; Horizon Aviation; Dennis Wagner and Ken Hamon, Dalby-Wendland and Company; Art Moss, Chamber Aviation sub-committee.

The meeting was called to order at 7:05 a.m. Attorney Pearce said he was in the process of rewriting the By-laws and we should stick with the four member quorum until the end of the year. The Minutes of the November 23 and December 1 Special Meeting were approved on a motion by Comm. Brach, second by Comm. Dunn.

The Nichols and Associates proposal for a \$5,800 airport aerial photo survey layout was discussed. Mr. Bowers recommended that the proposal not be accepted as it was not a master plan eligible expense, would not be necessary for the proposed 4/22 runway reconstruction project, and is an unnecessary expense for the airport to incur at this time. Comm. Dunn suggested that the Board not go ahead with this. Bowers noted Nichols would probably be used for a simple aerial photo update.

Chairman Barnett said a meeting with Transwestern held last week had produced a tentative agreement with the Authority regarding some construction costs. Comm. Dunn said there had been some previous misunderstandings but they had been resolved and the Transwestern space was progressing on schedule. Transwestern had agreed to pay the first \$20,000, the airport would pick up the next \$30,000 up to a total of \$50,000 and Transwestern would pick up any expenses over the \$50,000 project total. Transwestern will have five years (60 months) to amortize out the airport expenditure. In addition to the agreed upon minimum (interest will be at airport rate). Comm. Brach made a motion that the Board adopt the Transwestern amortization agreement with Transwestern. Comm. Dunn seconded the motion which passed unanimously.

Mr. Bowers said the Land Design Partnership was a landscaping architectural firm from Glenwood Springs. They had been hired two years ago on the recommendation of Mr. Porter for input into the parking lot plan. Initially they had been hired by Isbill and recently it had been suggested that we put this through the airport by way of a contract for two reasons: 1) Isbill is sensitive about his fee costs (even though this is a flow through expense) and 2) Landscaping is a long term phased development and it is logical that they work directly for the airport.

Comm. Dunn commented this work could have been done locally and bid. Mr. Bowers said this was correct but that the original contract had been picked up by Isbill. The engineering design work has been done and a portion of the landscaping will be done this winter and the remainder in the spring. Mr. Bowers said the \$15,750 currently billed by land design is for engineering and design on the exterior work that has already been done. If the Board does not sign the contract with LDP then Isbill will pay this on a flow through to the airport or if the Airport does authorize the contract to be signed then LDP will be paid direct.

The second contract under consideration with LDP has a \$4200 maximum and current work completed is \$2600 which has already been paid for the outside construction supervision and preparation of bid documents. The third consideration is the inside package with a fee up to \$1900 and the balance in the cost of the planting. There was a brief discussion as to the cost of plantings done on a local basis and the inpropriety of spending \$5,000 - \$10,000 on the inside package. Mr. Bowers agreed that the cost of the inside planting proposal was too high but the landscape people said the \$5,000 package package would be too meager.

Mr. Porter, who arrived at this point of the meeting, said they had done a similar installation at Colorado Mountain College for the same cost. He suggested that LDP be allowed to submit their design as they have it almost completed. Comm. Dunn said the \$1900 design fee is too high and we need someone who knows what will grow well here and that the inside planting should be done by local people. Mr. Porter said the outside planters for his condos, which are 8'x12' cost approximately \$1,000 each for plantings. Chairman pro tem Barnett said he did not believe we need a Glenwood landscape firm and that the atrium planting in his new building cost \$1400.

Mr. Bowers asked if the Board wanted to pay LDP the \$15,750 and the Board informally agreed that they wanted this paid through Isbill. He next asked about the construction supervision at \$230/trip regarding the work has not been done; LDP had proposed up to 12 trips. Mr. Barnett asked if the number of trips could be controlled and Mr. Bowers said yes, and suggested the construction supervision be limited to three trips and a cap be put on the expenses to be incurred.

Commissioner Clark made a motion that LDP be allowed to make three trips for the administration of outside landscaping at times to be designated by the Airport Manager. Comm. Brach seconded the motion which passed unanimously. Mr. Porter said LDP had been asked to come up with three inside schemes and that they be allowed to make their presentation. Mr. Bowers said these designs were to have been ready today. Mr. Porter said enough of the work had been done to make it worthwhile looking at the design. Mr. Brach recommended that Mr. Dunn and Ms. Clark be put on a committee to meet with LDP.

The Dalby-Wendland 1982 audit engagement letter was presented. Mr. Ken Hamon said the 1982 audit cost \$4755, took 144 hours at an audit rate of \$32.92/hour. The 1982 audit had been figured at \$5900, estimated at 180 hours at \$32.77/hour. The increase in fee was due to the increased fixed asset contracts and the construction activity. Comm. Brach made a motion that the Board approve the Engagement Letter for Dalby-Wendland and Company, Comm. Clark seconded the motion which passed unanimously.

The American Locker Company contract for the new terminal was presented for Board approval. The new contract is for five years with new lockers planned, with number, size, and color still to be determined (the old lockers would be used temporarily). The Board will be able to select the color for the lockers and there is a two week delivery so the old lockers will be used temporarily. Mr. Bowers said the lockers are for the convenience of the travelling public and is not a sufficient revenue source for the airport. The configuration of the new lockers are also to be selected by the Authority. Commissioner Brach made a motion that the Board approve the contract with American Locker Company provided. Commissioner Clark seconded the motion which passed unanimously.

APCOA/Restaurant Validation contract was presented next. Mr. Bowers said the restaurant will validate the customers ticket and upon departure there will be no charge to the customer. At the end of the month APCOA validates the tickets and the airport pays 40% of the price face value of the ticket up to a total for all validations of \$200.00/mo. (The maximum monthly charge to the airport per month.) Any validation costs above \$200/mo. would be picked up by the restaurant. Commissioner Brach made a motion that the Board approve the APCOA/Restaurant contract as presented. Commissioner Dunn seconded the motion which passed unanimously.

Westcom Attorney Steve Hodge addressed the Board regarding the phone system for the new terminal building. Mr. Hodge said everything is ordered, shipped and extra personnel had been hired for the installation. Barring unforeseen developments the phones should be installed and operative for the terminal opening. Mr.

Bowers said as WestCom is an interconnect with Mountain Bell and the original line order for connection with Mountain Bell had been postponed several times, the connection was now scheduled for December 15. A time frame which allowed no margin for testing and problems. However, following multiple conversations with Mt. Bell, he had received the District Directors personal guarantee that Mt. Bells lines would be ready and installed by Friday (12-10). Mr. Hodge said the lines would be in order but the interfacing between the computers had not been done; WestCom is not comfortable with such a short test period but they had done it before without any problems. Mr. Bowers said if the phone system is not operable by noon on Tuesday, December 14 there would be no move Wednesday night (12/15). It was noted that failure to move on 12-15 would delay the move until after Christmas.

Liquor license renewal for the Pond restaurant in the old terminal building was discussed as this would have to be done before the end of 1982. Att. Pearce said in the event the move to the new terminal is not made before the end of the year then the board would give Mr. Pond a waiver under his contract to relieve him from providing liquor service.

Rent A Car space allocation was discussed next. Mr. Bowers said 200 spaces were to be provided to the rent a cars based on their "share of market". Mr. Dunn asked on what period of time this was to be figured. Mr. Bowers said as this was to be reallocated on an annual basis, based on share of market, the time period should be for the preceding year. However, conceivably it could be based on percentages from the bid package as American International would not have had any share of market on which to base their space. Figured on an annual basis for the period of November and December 1981 and January through October of 1982 the percentages would be: Budget 22.4%, Hertz 29.7%, Avis 29.6% and National 18.1%. Based on bids for the first year it would be: Budget 26.1%, Hertz 29.2%, Avis 24.8% and National 19.9%. Chairman Barnett said this was not to be based on the bid package, the contract says market share and Mr. Bowers said market share would not have taken American International into account.

Joe Bestgen from Avis said it should go by share of market for the last twelve months with the most spaces closest to the terminal building being given in declining order based on market share. Mr. Ken Cox from National said it should go back five

years as the contract term is for five years. Mr. Cyphers also concurred with the five year period. Chairman pro tem Barnett said the last twelve month period would be the most appropriate. Mr. Cyphers suggested that a five year period be used for the first allocation of spaces and then it be figured on an annual basis. Mr. Cox suggested that it be figured on a 3-4 year basis. Mr. Cyphers asked if the 200 spaces were of standard size and configuration and also said that straight in parking was much more difficult than angle parking. Mr. Bowers said they were all standard in size and would be straight in parking. Mr. Dunn asked how Budget rent a car felt on this issue as they were not represented and Mr. Bowers said he had spoken with Mr. Gustine and he said the allocation should be made on the first year bid because of the American International situation. Comm. Dunn suggested that this first allocation be figured on five years this time and then one year. Mr. Bestgen said his share of market has increased this past year and he needs more spaces. Mr. Brach made a motion that the allocation be based on share of market for the most current twelve month period as a basis and that this be done on an annual basis. Comm. Dunn seconded the motion which passed unanimously.

Three checks were presented for Board approval: Du-O-Co for \$15,811, Osburn for \$8,750 and Wyman Sign Company for \$12,500. Comm. Brach made a motion to pay the bills which was seconded by Comm. Clark and the motion passed unanimously.

Centric had requested a reduction of retainage as there was only about \$14,000 left on the punch list and the list will be finished on Friday. It was informally decided to delay this until the next meeting.

Mr. Porter asked for clarification what the order of the rent a car spaces in the terminal would be. Mr. Bowers said that order has not changed and that it was Budget in the Number 1 spot, Hertz, Number 2, Avis, Number 3, and National, Number 4.

The meeting was adjourned on a motion by Comm. Brach, seconded by Comm. Clark, and unanimously passed.