

MINUTES

Walker Field Airport Authority Regular Board Meeting October 15, 1987

BOARD MEMBERS PRESENT: Chairman Ron Gibbs, Directors Bill Love, Reford Theobald, Maxine Albers and John Collier. ABSENT: Director Henry Faussone. Also Present: Manager Frank Miller, Administrator Jeff Wendland, Clerk Tracy Peeples and Deputy Clerk Corinne Nystrom.

GUESTS: John Pabst of Thrifty Car Rental, Tari Folkestad of Hertz Rent A Car, Joe Fisher and Tom English of Trailways/Greyhound, Shirley Howard of National Car Rental, JoAnn Smith of the Open Range Gift Shop, Norm Cook of the Holiday Inn, Larry Wells and Sterling Bittle of Mesa Co. Cab, Barclay Westerfeld, Attorney, Ed Taylor of AVIS, Debbie Revis and Don Bramer of the Hilton Hotel, Scott Steward of Howard Johnson's, Rene Will of Budget Rent A Car and Jim Over.

Meeting Called to Order

Chairman Ron Gibbs called the Board meeting to order at 8:00 a.m. The Clerk noted that a quorum of the Board was present.

Approval of the September 17, 1987 Minutes

Chairman Ron Gibbs noted a correction to the Exhibit attached to the Minutes regarding approved FAA land acquisitions. Administrator Wendland informed the Board that a revised version of Exhibit A will be attached to the Minutes. Director Collier then made a motion that the Board approve the Minutes as corrected; seconded by Director Theobald. Unanimously carried.

OLD BUSINESS

Appointment of a Board Member

Chairman Ron Gibbs informed the Board that Janine Rider's term has expired and that the City Council has made a new appointment. Chairman Gibbs then introduced Elaine Ingvertsen to the Board. The Clerk then administered the Oath of Office to Ms. Ingvertsen.

Chairman Gibbs then presented a plaque to Director Rider and thanked Janine for her time and effort in serving on the Airport Authority Board.

NEW BUSINESS

Amendment to Fees and Charges - Attorney's Fees

Manager Miller informed the Board that the Fees and Charges Resolution effective April 15, 1985 does not include a paragraph for attorney's fees under General Provisions. Manager Miller

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stated that the absence of such a proviso may make it difficult for the Airport Authority to collect attorney's fees on defaulted amounts covered under this resolution. Manager Miller recommended the Board adopt an Attorney's Fees proviso for the Fees and Charges Resolution. Discussion followed. Director Love then made a motion that the Board approve the Attorney's Fees provision for the Fees and Charges Resolution; seconded by Director Albers. Unanimously carried.

Amendment to Fees and Charges - Off-Airport Rental Car Providers

Manager Miller informed the Board that off-airport rental car providers come onto Walker Field to pick-up clients, and take those clients off-airport to conduct their business, subsequently competing with the on-airport rental car providers. Manager Miller stated that the off-airport rental car providers use our facilities and rely upon the Airport for part of their business income without investing anything into the Airport. Manager Miller recommended the Board adopt an amendment to the Fees and Charges Resolution which imposes a 10 percent (10%) fee on all gross revenues derived by the off-airport rental car provider and which also requires the off-airport rental car provider to enter into a written agreement with the Airport Authority. Chairman Gibbs suggested the Board table this item until a decision has been made as to what the term "gross revenue" should include in conjunction with the on-airport rental car concession agreement. The concensus of the Board was to table this item.

Amendment to Fees and Charges - Ground Transportation Operators

Manager Miller informed the Board that drivers of ground transportation vehicles currently come into the terminal building as a means of attracting business, be it taxi, hotel limousine or others. Manager Miller stated that it is more common for drivers of ground transportation and courtesy vehicles to remain outside with their vehicles and wait for their customers. Manager Miller recommended the Board adopt an amendment to the Fees and Charges Resolution which requires drivers to remain with their vehicles and not verbally solicit business. Chairman Gibbs then allowed the Public to comment. The general concern of the Public was that such an amendment would not allow the drivers to assist their clients and therefore jeopardizing the services that are expected from the public. Discussion continued. Director Theobald made a motion that the Board table this matter and allow staff to re-work the amendment so that it will not allow solicitation and to come up with a solution to control the congestion; seconded by Director Collier. Unanimously passed.

Dalby, Wendland & Co., P.C. - Engagement Letter

Manager Miller informed the Board that Dalby, Wendland & Co. has submitted its engagement letter to perform the 1987 audit for

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the Airport. Manager Miller stated that the cost of the audit remains at \$5,000 with a 10% discount offered if the engagement is started by January 12, 1988 and the field work is completed by January 31. Manager Miller also stated that historically, the Airport Authority receives the 10% discount. Manger Miller then recommended the Board accept Dalby, Wendland's Engagement Letter to perform the Airport's 1987 audit. Director Love then made a motion that the Board accept Dalby, Wendland's Engagement Letter for the performance of the 1987 audit; seconded by Director Theobold. Discussion followed. Director Theobold was opposed to the motion on the basis of the public's perception of a conflict of interest and because the audit was not bid competitively. Director Love and Chairman Gibbs strongly disagreed. Motion carried with a three to two vote.

BFLP/West Star Lease and Sublease

Manager Miller informed the Board that BFLP formed a corporation to own and operate the fixed base operation, West Star Aviation, Inc. Manager Miller stated that the Lease and Sublease obligates West Star to carry out all the provisions of the BFLP Lease except those articles which obligate the performance of the Airport Authority and the articles dealing with the old terminal building and ramp improvements which remain directly the responsibility of BFLP. Manager Miller recommended the Board approve the Lease and Sublease Agreement between BFLP and West Star Aviation, Inc. Director Albers then made a motion that the Board approve the Lease and Sublease Agreement between BFLP and West Start Aviation, Inc.; seconded by Director Love. Unanimously carried.

COMMITTEE REPORTS

Finance Committee

Director Love informed the Board that the Finance Committee met to review September results. Director Love reported that the improved financial statement format has made the statements much easier to understand. Director Love also reported that the Airport has had a good year, with earnings covering depreciation costs and that receivables are at the best they have been in some time. Discussion followed. Administrator Wendland reported that staff is currently processing 1988 Budget.

Contracts Committee

No report.

Planning Committee

No report.

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MANAGER'S REPORT

The items discussed by Manager Miller were as follows:

1. Marketing Analysis
2. Ski Season Advertising
3. United Airlines training flights

OTHER MATTERS

Chairman Gibbs took this time to appoint Director Ingvertsen to the committee appointments vacated by Director Rider. Director Ingvertsen was appointed to the Planning Committee and the Contracts Committee. Chairman Gibbs also appointed Director Fausone as Chairman of the Planning Committee. Chairman Gibbs suggested that the Planning Committee meet with Mr. Dave Rowe and review his report on Terminal Improvement suggestions.

On-Airport Rental Car Operators

Manager Miller informed the Board that staff met with the perspective bidders on the rental car concessions to address any concerns regarding the bid documents and the Rental Car Concession Agreement that they may have. Manager Miller also reported that staff reviewed the comments of the bidders with legal counsel and would like to discuss with the Board each of the addendum that are to be considered. Manager Miller informed the Board that there are 15 addendum recommended for approval, and 7 items which will not be recommended for approval.

Chairman Gibbs suggested that staff discuss each addendum separately and allow for Public Comment on each addendum.

For purposes of summarizing the discussion, Addendum 1 thru 14 are attached to these Minutes as Exhibit A. Each Addendum was discussed and approved by the Walker Field Airport Authority Board.

Following the approval of Addendum #14, Director Theobold made a motion to adjourn the meeting at 11:27 a.m.; seconded by Director Ingvertsen. The motion did not pass, however since there was no longer a quorum of the Board, the meeting was recessed and scheduled to reconvene on Thursday, October 22, 1987 at 3:00 p.m.

Informal discussion was held between the Public and the Board on the remaining issues not discussed at the meeting.