

MINUTES

Walker Field Airport Authority Regular Board Meeting December 17, 1987

BOARD MEMBERS PRESENT: Chairman Ron Gibbs, Directors Bill Love, Elaine Ingvertsen, Reford Theobold, Henry Fausson and John Collier. ABSENT: Director Maxine Albers. Also Present: Acting Manager Jeff Wendland, Clerk Tracy Peeples and Deputy Clerk Corinne Nystrom.

GUESTS: Greg Hoskin of Neslon, Hoskin, Groves & Prinster, Ginger Rice of The Daily Sentinel, Tari Folkestad of Hertz Rent A Car, Ron Rish of Armstrong Consultants, Joe Bertram of KEXO, Steve Heller of KEKB and Walker Field Airport Authority employees, Tess Sullivan and Ted Balbier.

Meeting Called to Order

Chairman Ron Gibbs called the Board meeting to order at 8:01 a.m. The Clerk noted that a quorum of the Board was present.

Approval of Minutes Dated November 19, 1987

Chairman Gibbs noted a correction to the November 19, 1987 Minutes under Other Matters/Selection of New Airport Manager. Chairman Gibbs requested that the second by John Collier on Director Fausson's amended motion in regard's to the acting manager's rate of pay be inserted. Director Theobold then made a motion that the Board approve the November 19, 1987 Minutes as corrected; seconded by Director Collier. Unanimously carried.

OLD BUSINESS

Manager Selection Process

Chairman Gibbs stated that Mr. Wendland was appointed Acting Manager following the resignation of Manager Frank Miller. Chairman Gibbs continued by stating that the Board held a workshop to interview Mr. Wendland for the position of Airport Manager and that no decisions have yet been made and asked for discussion from the Board. Director Fausson reflected on the previous manager selection process and commented that Mr. Wendland has an additional 2-3 years experience since that time and felt that Mr. Wendland was ready for the job. Director Love concurred with Director Fausson. Director Theobold added that he felt that it was in the best interest of the Airport Board and the Community to open the process for manager selection, however this is in no way to reflect a lack of confidence in Mr. Wendland's ability to do the job. Chairman Gibbs stated that he feels very comfortable in Mr. Wendland's ability to do the job. Director Fausson then made a motion that the Board appoint Mr. Wendland as Airport Manager and, based upon Mr. Wendland's performance as Airport Administrator, the Board not seek outside

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applications; seconded by Director Ingvertsen. Unanimously carried. Director Love then suggested that Manager Wendland consult with the Board on how the office should fill the vacancy of the Airport Administrator's position. Manager Wendland also stated that he would like to pursue an employment contract with the Board.

NEW BUSINESS

Renewal of Gift Shop Lease

Chairman Gibbs informed the Board that Attorney Greg Hoskin was present to address the renewal of the Gift Shop Lease. Attorney Hoskin stated that the Smith's have been very reliable tenants and would like to negotiate a 5-year contract renewal with the current terms and conditions. Chairman Gibbs then asked Manager Wendland to brief the Board on the current contract provisions. Discussion followed regarding the terms of the proposed contract extension. Director Faussone then suggested that the Board allow the concessionaire to operate on a month to month basis. Chairman Gibbs suggested that the Board set a base rate for the concessionaire during this month to month tenancy in a specific agreement and that the base rent be set at the current monthly rental rate plus 1/12 of the annual over-ride. Director Theobold then made a motion that the Board enter into a month-to-month tenancy with the Smith's until further negotiations on the bidding of the lease can be accomplished, and that the monthly rental be set at the current base rent plus 1/12 of the annual over-ride; seconded by Director Faussone. Unanimously carried.

Renewal of Terminal Advertising Concession

Manager Wendland informed the Board that the current terminal building advertising concession agreement expired December 15, 1987. Manager Wendland stated that the current agreement specifies that prior to expiration of the agreement, the Airport Authority will negotiate with the concessionaire on a renewal and will let this concession for bid only if negotiations are unsuccessful. Manager Wendland reported that those negotiations have been undertaken, with the result being that no new concession agreement will be negotiated. Manager Wendland stated that due to the lack of time to bid the concession out, staff is recommending the Board adopt a 3-month extension to the current agreement. Discussion followed. Director Theobold then made a motion that the Board renew the advertising concession on a month-to-month basis with the current concessionaire; seconded by Director Faussone. Unanimously carried.

Adoption of 1988-90 Strategic Plan

Manager Wendland informed the Board that all of the following documents have been reviewed by the Board at a workshop

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and that any corrections discussed at that workshop have been incorporated into the documents. Manager Wendland then highlighted the changes made to the Strategic Plan. Director Love then made a motion that the Board adopt the 1988-90 Strategic Plan; seconded by Director Ingvertsen. Unanimously carried.

Adoption of 1988 Operating Plan

Manager Wendland discussed with the Board the Operating Plan and changes made to that document as discussed at the workshop. Director Theobold then made a motion that the Board adopt the 1988 Operating Plan; seconded by Director Collier. Unanimously carried.

Adoption of 1988 Marketing Plan

Manager Wendland discussed with the Board the changes made to the Marketing Plan. Director Theobold then made a motion that the Board adopt the 1988 Marketing Plan as modified; seconded by Director Faussonne. Director Love suggested the Board not approve the Marketing Plan at this meeting and allow staff to review the plan further and make any changes they feel necessary. Director Theobold then withdrew his motion.

Adoption of 1988 Budget

Manager Wendland informed the Board that the Budget was reviewed at the workshop and discussed with the Board any modifications made to the Budget. Director Faussonne asked for clarification on the approval of the 5% increase for both the Airport Manager and Administrator and also the 5% budgeted for classified employees. Chairman Gibbs suggested that even though staff has budgeted a 5% increase, adoption of any increases should be acted upon separately through a salary review process. Director Love then made a motion that the Board adopt the 1988 Budget contingent upon the line item amounts budgeted for compensation for classified and non-classified employees and the amount budgeted for marketing and capital projects be subject to separate approval; seconded by Director Theobold. Unanimously carried.

Three Year F.A.A. Pre-Application

Manager Wendland informed the Board that on an annual basis, staff submits to the FAA a written three-year pre-application for plans being made for expenditure of FAA funds. Manager Wendland informed the Board that the FAA has reviewed the Three-Year Pre-Application and recommended the Board approve the Three-Year plan. Discussion followed. Director Theobold then made a motion that the Board approve the FAA Three-Year Pre-Application; seconded by Director Ingvertsen. Unanimously carried.

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COMMITTEE REPORTS

Finance Committee

Director Love reported that the financial statements for November were reviewed at the workshop. Director Love stated that 1987 was a good year with a bottom line of about \$165,000 to retained earnings before some write-offs. Director Love reported that as a result of the write-offs, the Airport Authority will be at a break-even point at year-end with a good balance sheet position.

Contracts Committee

Director Faussonne had nothing further to add.

Planning Committee

Director Faussonne had nothing further to add.

Nominating Committee

Director Faussonne reported that the Nominating Committee met unofficially and discussed next year's officers of the Board. Director Faussonne reported that the Nominating Committee would most likely nominate Director Love as Chairman and Director Collier as Vice-Chairman.

MANAGER'S REPORT

Manager Wendland took this time to inform the Board that Bobby McDonald was recognized at the City Awards Banquet for having twenty years of service with the Airport Authority and presented Ted Balbier, Terminal Maintenance Chief, a plaque and two \$75 savings bonds for not having one accident on the job in the last three years.

OTHER MATTERS

Terminal Canopy Repair

Director Faussonne stated that he would like to recommend a committee of a least two Board members to work with staff on the terminal canopy repair. Chairman Gibbs appointed Directors Faussonne and Love as the Terminal Action Committee with Director Faussonne as Chairman.

Compensation Committee

Chairman Gibbs appointed Directors Theobold, Ingvertsen and Collier as the Compensation Committee with Director Theobold as Chairman and directed the Committee to meet with staff and review compensation for classified and non-classified employees.

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TVOR

Nothing to report at this time.

PUBLIC COMMENT

None.

Meeting Adjourned

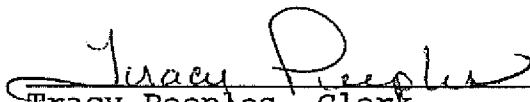
There being no further business to come before the board; Director Theobald made a motion to adjourn the meeting at 9:03 a.m.; seconded by Director Collier. Unanimously carried.

ADOPTED AND PASSED this 21st day of January, 1988.



Chairman

ATTEST:



Tracy Peoples, Clerk