

## MINUTES

### Walker Field Airport Authority Regular Board Meeting February 18, 1988

BOARD MEMBERS PRESENT: Chairman, Bill Love, Directors, Elaine Ingvertsen, Reford Theobald, Maxine Albers, John Collier and Ron Gibbs. Also present: Airport Manager Jeff Wendland and Acting Clerk Tess Sullivan.

GUESTS: Dennis Wagner, Dalby Wendland & Associates; Greg Isbill and Ron Niehoff, Isbill Associates; Ginger Rice, Daily Sentinel; Jerry Myers and Ted Balbier, Walker Field Airport employees; Steve Ward, St. Mary's Hospital; Joe Bertram, KEXO Radio; Rene Will, Budget Rent-A-Car; Keith Koler, Armstrong Consultants; Norm Cook, Holiday Inn; Tari Folkestad, Hertz Rent A Car; Shirley Howard, National Rent A Car; Jo Ann Smith, Open Range Gift Shop; Julie Roth, American West; Richard J. Witsken and Louie Buescher, West Star Aviation; Steve Wyatt, Visitors & Convention Bureau.

#### Meeting Called to Order

Chairman Bill Love called the Board meeting to order at 8:00 a.m., noting that a quorum of the Board was present.

#### Approval of Minutes Dated January 21, 1988

There being no corrections or additions to the January 21, 1988 Minutes, Director Gibbs moved that the Board approve the minutes as submitted; seconded by Director Theobald. Unanimously carried.

#### OLD BUSINESS

#### Introduction and approval of members of Airport Manager's Marketing Advisory Council

Manager Wendland named the five members chosen for the Marketing Advisory Council and introduced the three who were present: Steve Ward, Director of Marketing for St. Mary's Hospital; Steve Wyatt of the Visitors' and Convention Bureau; and Norm Cook of the Holiday Inn representing United Properties which is the Motel/Hotel Association. The two members not present were Asst. Prof. of Business, Bob Mayer of Mesa College Travel and Tourism Department and Rick Sapp, Commercial Loan Officer with United Bank of Grand Junction. Manager Wendland requested the Board's ratification and approval of these members of the Marketing Council. Director Albers moved the Board approve the appointment of the five above listed persons to the Marketing

Council for the Airport Manager; seconded by Director Theobold. Unanimously carried.

#### NEW BUSINESS

##### Presentation of Results of Audit

Director Albers as Chairman of the Finance Committee stated that the Finance Committee had gone over the report with Dennis Wagner of Dalby, Wendland Co. the previous day and everything was found to be in order. Dennis Wagner gave a brief review of the same.

There being no questions and following an additional report regarding operating expenses and financial schedules, by Mr. Wagner, Director Albers moved the Board accept the Audit Report of 1987; seconded by Director Gibbs. Unanimously carried.

Manager Wendland explained that the engagement letter stated that if the field work was done in January, Dalby Wendland would reduce their rates by 10% and that the field work was accomplished in the required time frame to qualify for the 10% discount.

##### Replacement of Airport Authority Board Clerk

Chairman Love noted that Staff recommended Corinne Nystrom to fill the vacancy in the position of Clerk to the Board. Manager Wendland also recommended Tess Sullivan be made Acting Deputy Clerk. Director Theobold nominated Corinne Nystrom as Board Clerk and Tess Sullivan as Acting Deputy Clerk; seconded by Director Gibbs. Unanimously carried.

##### Approval of Buescher Family, Ltd. Partnership Sublease to Pony Express

Director Gibbs reported the Contracts Committee had met with Jeff Wendland and attorney Harry Griff to discuss the sublease agreement and recommended approval since the agreement is in the airport's standard form. Director Gibbs moved to approve the sublease between the Buescher Family, Ltd. Partnership and Pony Express. The motion was seconded by Director Ingvertsen; and unanimously carried.

##### Authorization of form of request for proposals for terminal building advertising concession

Director Gibbs reported the contracts committee had met to review the proposed form of request for proposal package for the Terminal Building Advertising Concession. Director Gibbs listed the primary substantive changes suggested by the Committee:

Page 2 - language was added to make it clear that Authority reserved right to have a computerized video kiosk in the waiting area.

Page 19 - language was clarified so that it was clear that a concessionaire who installs trade fixtures, has a right at the end of the term to remove its equipment but does not have the right to collateralize or pledge its personal property or operating rights under this concession.

Discussion followed regarding the advertising process. Director Gibbs moved we accept the form of request for proposal for Terminal Building Advertising Concession, seconded by Director Albers and unanimously carried.

#### Authorization of form of Off-Airport Rental car Concession Agreement

Director Gibbs reported the Contracts Committee had reviewed the proposed agreement and discussed the background of this form to be used for any off-airport rental car operators. Director Gibbs reviewed substantive changes recommended by the committee:

Page 2 - Term - Added language to allow either party to terminate agreement upon 30 days written notice.

Page 3 - Fees payable to Authority - changed to clarify that although initial charge is 10%, anytime there is an amendment to fees and charges ordinance, the amount payable under contract changes automatically.

Page 10 - Security deposit - Added language which clarified the Airport Authority would be limited to two months' estimated concession fees when increasing a security deposit.

Page 19 - Article 24, Added language which further defined circumstance which the Airport Authority would consider as a diversion of business from the airport.

There being no questions, Director Gibbs moved the Board adopt as a form of contract for off-airport rental car provides the contract in the form as it appeared before the Board. The motion was seconded by Director Ingvertsen and unanimously carried.

#### Authorization to advertise for bids for West Star Ramp and reliever access road construction

Manager Wendland discussed construction funds from F.A.A. and requested Gregg Isbill of Isbill Associates describe the proposed work. Mr. Isbill listed five schedules: (1) Replace

ramp in front of West Star, (2) Improve ramp in the old terminal area, (3) Construct reliever road, (4) Reconstruct apron northeast of West Star, and (5) Seal taxiway and apron area. Schedules 1 through 4 are F.A.A. eligible, but schedule 5 is an airport maintenance item and not eligible. Manager Wendland commented on West Star's commitment to remove the old terminal building. Detailed discussion followed between Mr. Isbill and Director Gibbs regarding the reliever road and staging area. Chairman Love moved staff be authorized to advertise for bids, seconded by Director Theobold, and unanimously carried.

Authorization to execute cooperative Management Agreement with Colorado Division of Wildlife regarding antelope relocation

Manager Wendland discussed the Division of Wildlife's proposed placement of additional antelope in Mesa County. Discussion followed regarding the Airport's responsibilities to provide equipment and manpower. Director Gibbs moved the Board approve execution of the Management Agreement with the Colorado Division of Wildlife regarding antelope relocation, seconded by Director Theobold, unanimously carried.

Postponement of Regular Meeting from March 17, 1988 one week to March 24, 1988

Chairman Love stated Staff had asked for an additional week before the next Board meeting due to bidding processes and asked if any member had a problem. It will be a special meeting and must be advertised. Director Theobold moved the Board meeting be moved one week from March 17 to March 24, 1988, seconded by Director Ingvertsen, unanimously carried.

COMMITTEE REPORTS

Finance Committee

Director Albers reported that the committee had reviewed the January, 1988 financial statements and everything appeared in order except that some expense items are higher due to snow removal.

Contracts Committee

Director Gibbs had no additional comments.

Planning Committee

Director Theobold, filling in for Chairman Fausson, stated everything had already been covered.

Terminal Action Committee

No report.

Manager's Report

Manager Wendland commented on his discussions with Harlow Brown regarding the TVOR and scheduled commissioning on May 5. Approach procedures must be written and published. A commissioning ceremony was discussed.

The offer approved last month on BMI property has gone out.

Investors Ltd. has presented its appraisal and rejected our offer; the next procedure is to file a condemnation complaint.

The Whipple property is proceeding and should be closed by next meeting.

The BLM land request was resubmitted by the F.A.A. in December. Director Albers requested detailed information to take back to Washington when she goes; Director Theobald also requested materials.

The processing of the Section 16 release is proceeding well.

Corinne Nystrom has agreed to come in to keep the books during her maternity leave.

Terminal improvement plan: Messrs. Rowe and Izienicki are preparing a proposal which they hope to be able to present at the March Board meeting.

OTHER MATTERS


None

PUBLIC COMMENT

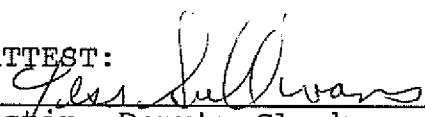
None

Chairman Love moved the meeting be adjourned, seconded by Director Gibbs and unanimously carried. The meeting was adjourned at 9:15 A.M.

ADOPTED AND PASSED this 24th day of March, 1988.

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Acting Deputy Clerk