

MINUTES

Walker Field Airport Authority
Regular Board Meeting
December 15, 1988

BOARD MEMBERS PRESENT: Chairman Bill Love, Directors Bob VanHouten, Elaine Ingvertsen, Reford Theobold, Maxine Albers, and Henry Faussonne. Also present: Airport Manager Jeff Wendland, Clerk Corinne Nystrom, and Acting Deputy Clerk Tess Sullivan.

GUESTS: Dixie Kay Clathis of America West Airlines, Dick Witsken and Bernie Buescher of West Star Aviation, Larry Kempton, Jr. of Kempton Air, Keith Koler of Armstrong Consultants, Inc., Derry Newby of the National Weather Service, Ted Balbier and Kathie Laurin of the Walker Field Airport Authority.

Meeting Called to Order

Chairman Love called the meeting to order at 8:00 a.m. A quorum was present.

Approval of Minutes Dated November 17, 1988

There being no changes or corrections to the November 17, 1988 minutes, Director Theobold moved approval of the minutes as presented; seconded by Director Faussonne. Unanimously carried.

OLD BUSINESS

Approval of the 1989-91 Strategic Plan, 1989 Operating Plan and 5-Year Capital Improvement Plan

Director Theobold moved approval of the 1989-91 Strategic Plan, the 1989 Operating Plan and the 5-Year Capital Improvement Plan; seconded by Director Albers. Unanimously carried.

Approval of the 1989 Staffing and Salary Plan

Manager Wendland provided background regarding the development of the proposed staffing plan and the salary survey conducted in conjunction therewith. Director Theobold stated that the Personnel Committee had reviewed and endorsed the proposed plan. The committee also endorsed a merit increase pool of 3.2% with a 4% cap on any increase per eligible employee. The committee recommended an increase in the Airport Manager's salary to \$42,500 per year and a one-time bonus to be paid in 1988 in the amount of \$1,500.00 for the Airport Manager.

Director Theobold moved approval of the 1989 Staffing and Salary Plan including the increase in the Airport Manager's salary and one-time bonus as discussed; seconded by Director Albers. Unanimously carried.

Approval of the 1989 Marketing Plan

Manager Wendland provided a description of the proposed marketing plan. Discussion followed regarding coordinating marketing as a joint effort in the community and in regard to an air traffic study as outlined in the plan.

Director Theobold moved approval of the 1989 Marketing Plan; seconded by Director Faussone. Unanimously carried.

Approval of the 1989 Budget

Manager Wendland provided background and a general financial outlook for the airport in 1989. Director Theobold moved approval of the 1989 budget; seconded by Director Albers. Unanimously carried.

NEW BUSINESS

Authorization to Accept City of Grand Junction Industrial Pre-Treatment Sewer Permit

Manager Wendland provided background regarding the proposed lav dump site and the requirement for the pre-treatment sewer permit. Director Ingvertsen stated that the Contracts Committee had reviewed the permit and moved to approve the signing of the authorization to accept the City of Grand Junction Industrial Pre-Treatment Sewer Permit; seconded by Director Faussone. Unanimously carried.

Acceptance of Wegner Hangar Lease With Kempton Air Service

Manager Wendland provided background regarding the proposed lease agreement. Discussion followed regarding maintenance and repair work on the hangar and installation of tie downs. Director Ingvertsen stated that the Contracts Committee had reviewed the lease agreement and had agreed to allow Kempton to pay \$200.00 less per month in rent up to a maximum of \$3,600.00 in order to pay for maintenance and repairs on the hangar. The Contracts Committee also recommended that the title of the document be changed to Lease Agreement and Amendment to the Specialized FBO Agreement.

Director Ingvertsen moved the acceptance of the Lease Agreement and Amendment to the Specialized FBO Agreement for Kempton Air Service; seconded by Director Theobold. Unanimously carried.

Approval of Buescher Family Limited Partnership Assignment Agreement

Manager Wendland and Bernie Buescher of West Star Aviation provided background regarding the proposed assignment agreement.

Discussion followed regarding review of the document by Airport counsel and the Contracts Committee. Director VanHouten moved to table consideration of the agreement until the Contracts Committee has had ample time to discuss it and present their recommendation to the Board; seconded by Director Fausson. Unanimously carried.

COMMITTEE REPORTS

Finance Committee

Director Albers reported that the F.A.A. reimbursed the Airport Authority for several of the airport improvement project costs. The bonds have been paid down as a result of the recent bond issue, and the interest rate on the outstanding bonds is lower. The Airport Authority is near a break even point for 1988 operations to date.

Contracts Committee and Planning Committee

No further reports.

Terminal Action Committee

Staff received a letter of proposal from Armstrong Consultants, Inc. regarding the alleviation of the terminal canopy problems. The committee will be reviewing the proposal.

Personnel Committee

No further report. Since the committee was established to review the proposed staffing and salary plan approved earlier in the meeting and since there are no other matters to be considered at this time by the committee, it was dissolved.

Nominating Committee

Committee Chairman Fausson recommended the following nominations for officers of the Airport Authority Board in 1989: Reford Theobald, Chairman; Elaine Ingvertsen, Vice Chairman; Jeff Wendland, Treasurer; Corinne Nystrom, Clerk. The Board will vote on these nominations at the January Board meeting.

MANAGER'S REPORT

Land Acquisition: Staff anticipates being able to close on the Benchmark property in the near future and is seeking a confirmation from the FAA regarding reimbursement for 90% of the purchase price.

Receipt of Horizon View's appraisal is expected soon.

Irrigation: Staff has received a copy of Westwater Engineering's irrigation study. Staff will approach the Grand

Valley Water Users' Association after the first of the year to seek their approval to allow the Airport Authority to divert water out of the Highline Canal from below Motel 6 on Horizon Drive. Preliminary discussions with the Bureau of Reclamation indicate that they are supportive of this proposal.

Advertising Concession: A concession agreement is being discussed with Rocky Mountain Airport Advertising.

F.A.A. Safety Inspection: Bill Moore of the F.A.A. conducted a safety inspection of the airport and found no problem areas. Airport Authority employees Ted Balbier, Ron Bennett and Frank Tenorio were commended for their efforts to ensure that the airfield met F.A.A. safety requirements.

OTHER MATTERS

Director VanHouten commented that an APCOA parking gate was not working.

Director Ingvertsen commended Manager Wendland and the staff for the amount of effort which they have put forth during the last few months, particularly in regard to the bond issue.


PUBLIC COMMENT

Derry Newby responded to inquiries regarding the National Weather Service's future in Grand Junction.

Dixie Clathis of America West Airlines inquired about when construction of the lav dump site would commence.

There being no further business to come before the Board, Director Theobald moved to adjourn the meeting; seconded by Director Faussone. The meeting was adjourned at 9:00 a.m.

ADOPTED AND PASSED this 19th day of January, 1989.



Chairman

ATTEST:



Clerk

1989-91 Strategic Plan, 1989 Operating Plan, 5-year Construction Improvement Plan, 1989 Staffing Plan, 1989 Marketing Plan and the 1989 Budget

BACKGROUND:

These planning documents have been reviewed by the Board at the recent workshop (with the exception of the Marketing Plan which will be reviewed by the Planning Committee and the Salary Schedule which will be reviewed with the Staffing Committee). Copies of these documents with the amendments noted at the recent workshop having been made are enclosed for the Board's review.

ISSUES:

The Board needs to consider adoption of these documents for the periods to which they apply.

RECOMMENDATION:

Staff will recommend the adoption of these documents subject to the comments of the Board committees which will be reviewing the Marketing Plan and the Salary Schedule.