

MINUTES

Walker Field Airport Authority Regular Board Meeting March 15, 1990

BOARD MEMBERS PRESENT: Chairman Elaine Ingvertsen, Directors Bill Love, Henry Faussone, Larry Jokerst, John Leane, and Reford Theobald. Also present: Airport Manager Jeff Wendland, Airport Operations Manager Mike Sutherland, and Airport Administrator/Clerk Corinne Nystrom.

GUESTS: Larry Kempton of Kempton Air, Arnett Williams and Jim Wilds of the F.A.A., Kevin Lauck of Junction Jet Center, Dick Witsken of West Star Aviation, Keith Koler of Armstrong Consultants, Inc., Don Callihan of Dalby, Wendland & Co., and Gene Burchett of APCOA, Inc.

Meeting Called to Order

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

Approval of Minutes Dated January 18, 1990

Director Leane made a motion to approve the January 18, 1990 minutes as submitted; seconded by Director Jokerst. Unanimously carried.

PLANNING COMMITTEE

Director Jokerst scheduled a meeting for the Planning Committee on Tuesday, April 10, 1990 at 5:00 p.m. to conduct a quarterly review of the Strategic, Operations, and Marketing plans.

CONTRACTS COMMITTEE

Aviation Fuel Taxes and Fuel Flow Fees

Manager Wendland presented options available to the Board regarding the State of Colorado Aviation Fuel Tax and Airport fuel flowage fees.

Director Love made a motion that the Walker Field Airport fuel flowage fees for fixed base operators be waived and that fixed base operator contracts be amended accordingly subject to reinstatement at any time the Airport Authority deems necessary. The effective date of this change would be the first of the month following the date on which the amendments were signed. Seconded by Director Faussone.

Discussion was held regarding the motion. The motion carried; Director Leane opposed.

Aspen Base Operators (Junction Jet Center) Fixed Base Operator Agreement

A brief discussion was held regarding the proposed agreement and its comparability to the fixed base operator agreement currently in force with West Star Aviation.

Director Leane made a motion to approve the Fixed Base Operator Agreement with ABO, Inc. as submitted; seconded by Director Faussone. Manager Wendland apprised the Board of a change in the description of the property compared to the description which was originally provided to them. The motion carried unanimously.

Kogovsek & Associates Contract

Manager Wendland recommended that the Board approve a contract with Kogovsek & Associates, Inc. which would enlist this firm's services for three months to assist the Airport Authority in expediting the BLM land transfer.

Discussion was held regarding the recommendation and whether or not our goal could be met without the services of Mr. Kogovsek and by continuing our discussions with Congressional representatives pursuant to the matter.

Director Faussone made a motion to approve the contract with Kogovsek and Associates for a ninety (90) day period commencing March 15, 1990; Director Leane seconded the motion. The motion carried; Directors Love and Theobold opposed.

SALARY REVIEW COMMITTEE

Manager Wendland stated that the Salary Review Committee will be provided with a packet in the next few weeks which will include information on the results of the salary survey and the performance evaluations conducted by the Airport Manager on the Airport Operations Manager and the Airport Administrator.

FINANCE COMMITTEE

1989 Audit

Director Theobold stated that Don Callihan of Dalby, Wendland & Co. had presented the results of the 1989 audit to the Finance Committee. At year-end, operating revenue exceeded operating expenses before depreciation. The auditors suggested that, to maintain internal control, it is standard accounting procedure to have signatories to the bank accounts who are not also responsible for reconciling said accounts. This suggestion was strictly operational and was not because of any problems which were discovered or which may have been perceived with the incumbent Airport Administrator, who has been allowed to perform both

functions in the past.

Director Theobold made a motion to accept the audit report as submitted; seconded by Director Leane. Unanimously carried.

Advertising Concession Kiosks

Manager Wendland provided the Board with background regarding a proposal to replace the current advertising kiosks with three new ones.

Director Theobold made a motion to accept the proposal to replace the kiosks for \$1,500.00; seconded by Director Leane.

Discussion was held regarding whether or not additional revenue will be generated by purchasing the new kiosks.

The motion carried; Director Love opposed.

Local Matching Funds for Club 20 Study

Manager Wendland provided the Board with background regarding the \$60,000 FAA grant which Club 20 will be receiving to fund a study of airport facilities and traffic on the Western Slope. Club 20's Aviation Committee has asked the eight member airports to contribute \$1,000 each toward local matching funds.

Director Faussone made a motion to support staff's recommendation to contribute the \$1,000 Walker Field Airport Authority match to further the efforts of the Club 20 grant; seconded by Director Leane. Unanimously carried.

Revised Banking Resolution

Manager Wendland presented the Board with a revised banking resolution which would name as signatories to the Airport Authority's bank accounts the Chairman and Vice Chairman of the Board and the Airport Manager and Airport Operations Manager. Since the Airport Administrator is responsible for reconciling said bank accounts, internal control is maintained, pursuant to standard accounting procedures, by selecting signatories who are not involved in the reconciliation process.

Director Leane moved to adopt Resolution No. 1990-002; seconded by Director Jokerst. A roll call vote passed the resolution unanimously.

Rider Land Sales Offer

Manager Wendland provided the Board with background regarding an offer by Kirk Rider to sell to the Airport Authority approximately 33 acres of land adjacent to the Airport property. He requested the Board's direction regarding whether or not to commence negotiations with Mr. Rider.

Director Theobold made a motion to authorize staff to negotiate with Mr. Rider regarding the purchase of the property described; seconded by Director Leane. Unanimously carried.

MANAGER'S REPORT

Freight Hubber

Manager Wendland and Bernie Buescher of West Star Aviation are planning to travel to Denver around April 1st to study freight hubbing operations.

Club 20

Club 20 is in the process of preparing a flight guide for airports on the Western Slope.

The possibility of enlisting the support of Club 20 in regard to the BLM land transfer request was discussed.

Airline Service

Manager Wendland provided an update on the status of the Aspen Airways/Mesa Airlines transaction.

Land Acquisition

An update of the Airport's land acquisition program will be scheduled soon.

Colorado Commercial Jet Fuel Sales Tax

Manager Wendland provided an update on the efforts being made to transfer the proceeds from this tax from the State's General Fund to the State Aviation Fund.

1982 Special Assessment District

Discussions are continuing with the City regarding this matter, and the Board will be updated as more information becomes available.

AAAE Conference

In the past, the Vice Chairman has traditionally attended this conference with the Airport Manager, and Vice Chairman Leane was extended and accepted an invitation to attend.

OTHER MATTERS

Director Love requested and received from Manager Wendland an

update on a prospect for development in the 4/22 area.

PUBLIC COMMENT


Dick Witsken of West Star Aviation and Larry Kempton of Kempton Air applauded the Board on their decision regarding the fuel flowage fees.

Arnett Williams, F.A.A. Tower Chief requested information regarding the Airport's plans for the next five years. Manager Wendland agreed to provide him with copies of the Airport's Strategic Plan, 5-Year Capital Improvement Plan, Operations Plan, and Marketing Plan.


ADJOURNMENT

There being no further business to come before the Board, Director Leane made a motion to adjourn the meeting at 9:13 a.m.; seconded by Director Theobald. Unanimously carried.

ADOPTED AND PASSED THIS 19th day of April, 1990.


Chairman

ATTEST:


Clerk