

MINUTES

Walker Field Airport Authority Regular Board Meeting November 16, 1993

BOARD MEMBERS PRESENT: Chairman Larry Jokerst, Directors Joe Croker, Dan Rosenthal, John Crouch, Earl Payne, and Elaine Ingvertsen. Also present: Airport Authority staff members Corinne Nystrom, Mike Sutherland, Tess Sullivan, Kathie Laurin, and Leona Andrea.

GUESTS: Stephen Robertson of Skys Restaurant, Ginger Rice of the Daily Sentinel, Louis Buescher of West Star Aviation, John Buck of Hanifen, Imhoff Inc., Jeff Rogers of Aviation Concepts, Brian Oliver of Skywest Airlines, Jo Ann Smith of Open Range Gift Shop, and Keith Koler of Armstrong Consultants, Inc.

Regular Board Meeting Called to Order

Chairman Jokerst called the meeting to order at 5:45 p.m. A quorum was present.

Approval of Minutes Dated September 21, 1993; September 29, 1993; and October 21, 1993

Director Ingvertsen moved the Board accept the minutes of September 21, 1993; seconded by Director Payne. Unanimously carried. Director Ingvertsen moved the Board accept the minutes of September 29, 1993; seconded by Director Payne. Unanimously carried. Director Ingvertsen moved the Board accept the minutes of October 21, 1993; seconded by Director Crouch. Unanimously carried. Director Payne abstained from voting on the acceptance of the minutes of October 21, 1993.

Contracts Committee

Lease Negotiations Update:

Colorado Division of Wildlife

Staff reported this lease is still being reviewed by the Attorney General's Office in Denver.

FAA - Air Traffic Control Tower

Staff reported this lease may be brought to the Board in either December or January.

RFP's for Shoe Shine Stand

The Request for Proposals for a shoe shine concession at Walker Field has been published.

Mesa County Economic Development Council

Staff requested direction in negotiating a new contract with the MCEDC. Director Payne stated the negotiations should be handled at staff level. Director Payne further stated a priority in the new lease should be that the Walker Field Authority Board have the use of the third floor conference room for Board meetings, workshops and at any and all other times that the Board requests the use of the conference room. The Board was in agreement on this. Staff was further directed to determine the cost per square foot to maintain and operate the MCEDC leased premises. The Board was also in agreement that MCEDC should be given some consideration in the way of "in-kind" contribution.

FINANCE:

Director Payne moved the Board accept the Paying Agent and Registrar Agreement relative to the 1988 Revenue Bonds Refinancing; seconded by Director Ingvertsen. Discussion followed relating to the use of The Bank of Cherry Creek to hold the reserve funds for an administrative fee of \$300.00 per year. John Buck of Hanifen, Imhoff Inc. gave a post-marketing update. The motion unanimously carried.

Staff requested the Board authorize the use of a wire transfer for funds transferred for the bond closing. Director Croker moved the Board approve the use of wire transfer and the signing of an Agreement with Norwest Bank to that effect. Director Ingvertsen seconded the motion. Unanimously carried.

After reviewing the September financial statements, Director Croker moved the Board approve and accept the September financial statements. Director Ingvertsen seconded the motion. Discussion followed relative to interest expense, landing fees, year-to-date revenue from airlines and passenger facility charges. The motion was unanimously carried.

Accounts Receivable Update

Director Croker moved that Retriever Air Freight's tenancy in the terminal building be terminated thirty (30) days following the receipt of a written notice to them to that effect. The Authority would also hold Retriever responsible for payment of any amounts still owing. Director Ingvertsen seconded the motion. Unanimously carried.

Smith Factors, Inc. Offer to Purchase

Director Croker moved the Board reject the offer of Smith Factors, Inc. to purchase a portion of the Authority's pre-bankruptcy claim against America West Airlines for \$.15 on the dollar; seconded by Director Crouch. Unanimously carried.

Special Events Use Fees and Charges

Mike Sutherland discussed a proposed fees and charges schedule for special events in the terminal building. Staff was directed to gather market comparisons to assist in determining what the fee structure might be.

Proposed 1994 Budget

To be discussed at a workshop following this meeting.

PLANNING COMMITTEE:

Mike Sutherland gave the Board an update on the following:

1. Development Advisory Committee;
2. Staff received the Colorado Department of Transportation Grant Resolution for consideration by the Board.

Director Payne moved the Board accept the Resolution to be numbered No. 1993-009; Director Croker seconded the motion. A roll call was then taken as follows:

Voting Yes

Voting No

Director Payne
Director Crouch
Director Ingvertsen
Chairman Jokerst
Director Croker
Director Rosenthal

The Resolution unanimously carried.

3. The Master Plan/Engineering Consultants Selection Committee has short-listed the master plan consultant services proposals received. Interviews are scheduled for November 30 and December 1 with Barnard Dunkelberg & Co., Coffman Associates, and Greiner, Inc.
4. The proposed 5-year capital improvements plan, the user-friendly list, the capital reinvestment plan, and terminal renovation plan were discussed.

Corinne Nystrom gave an update on the International Travellers plan, stating that the "Welcome to Grand Junction" sign for the second floor of the terminal building should be arriving shortly. The sign will welcome travellers in English, Spanish, French, German, and Japanese.

OTHER MATTERS:

Director Ingvertsen gave an update on the Selection Committee's

assessment center to be held Saturday, November 20, 1993 for the five finalists for Airport Manager.

Chairman Jokerst requested that Directors Payne, Rosenthal and Ingvertsen serve on the Nominating Committee for 1994 officers, which all three agreed to do.

STAFF REPORT:

Corinne Nystrom announced that West Star Aviation will be holding their ground-breaking ceremony for the paint hangar building on Friday, November 19, 1993 at 10:00 a.m. and encouraged the Boards' presence. Director Rosenthal agreed to speak on behalf of the Airport Authority.

Corinne Nystrom advised that the employee Christmas Party will be held at Dos Hombres on December 3rd and asked that the Board members interested in attending let staff know by November 30th.

Staff also advised that David Hinson, the Administrator of the Federal Aviation Administration, will be in Denver on Thursday, November 18, 1993 to meet with airport managers from Colorado and Wyoming. Corinne Nystrom will be attending the meeting.

Mike Sutherland stated that he has requested Republic Parking to install a change machine just inside the terminal doors to supply quarters for the parking meters. Also, adding an additional 12 to 15 parking meters in front of the terminal is being discussed.

PUBLIC COMMENT:

None

There being no further matters to come before the Board, upon motion by Director Payne to adjourn, seconded by Director Croker, a motion carried, and the meeting was adjourned at 7:35 P.M. to be followed by a budget workshop.

ADOPTED AND PASSED THIS 21st DAY OF December, 1993.

ATTEST:

Tess Sullivan
Tess Sullivan, Deputy Clerk

Lawrence Jokerst
Lawrence Jokerst, Chairman