

Walker Field Airport Authority

Minutes of the Regular Board Meeting

May 20, 1997

BOARD COMMISSIONERS PRESENT: Robert McCormick Martin O'Boyle
Miles McCormack Jim Richards
David Graham

John Heimburger and Gary Morris were not present.

AIRPORT STAFF PRESENT: Corinne Nystrom Dennis Wiss
Ted Balbier John Thomas

ALSO PRESENT: Ron Rouse of Colorado Air Lines; Doug Thompson of West Star Aviation; Joseph V. Marie of Mesa Airlines; Diane Gibson of West Star Aviation; Garry Angel and Steve Patterson of Retriever Air Freight; Kris Sanchez and Matt Guccini of KJCT.

I. CALL TO ORDER

Chairman McCormick called the meeting to order at 5:25 p.m..

II. APPROVAL OF AGENDA

At the request of Manager Nystrom, Item F was added to the consent agenda: Mission Statement; Item I was added to the action items: Retriever Air Freight improvement to the 4th ATO. In addition, Commissioner Graham requested that Item D of the Consent Agenda: Acknowledgment and Consent of Fuoco Condominium Hangar Map for Mesa County Clerk and Recorder's Office be removed from the Consent Agenda and placed as Item J on the action items.

III. PUBLIC COMMENTS AND COMMUNICATIONS

- A. Manager Nystrom informed the Board about communication received from Ramona Pacheco re: Mesa Airlines service and stated that John Thomas had responded to her correspondence.
- B. Manager Nystrom informed the Board that Staff had received a letter from Stephanie Nye, City of Grand Junction, appointing Commissioner Graham to the Airport Board until May, 1998.
- C. Manager Nystrom informed the Board that Mesa Airlines was present at the last Air Service Task Force meeting to discuss their plans to address customer service concerns with their airline.

- D. Doug Thompson of West Star Aviation expressed thanks to the Authority for contributions made for Special Needs Kids day and invited Staff and the Board to attend a barbecue for the event.

IV. CONSENT AGENDA

- A. Minutes: February 18, 1997, Runway Litigation Executive Session
- B. Minutes: April 15, 1997, Regular Board Meeting
- C. US West/New Vector Group, Inc. Request for Easement Across Recently Purchased Bennett Property

Walker Field will be paid \$150.00 for an easement granted to US West/Vector Group, Inc. to cross the recently purchased Bennett property.

- D. Amendment to Daly Construction Lease Agreement

First Addendum to the Daly Construction Lease Agreement aligning their Leased Premises into the lease rate schedule adopted in August, 1996 and the COLA adjustment effective April 1, 1997.

- E. Mission Statement

Approval of the final draft of the Walker Field Airport Authority Mission Statement as formulated in recent Board Workshops.

Commissioner Graham moved to approve the Consent Agenda; Commissioner O'Boyle seconded. Roll call: all ayes. Motion carried.

V. FINANCIAL REPORT:

A. MARCH, 1997 FINANCIAL STATEMENTS

Manager Nystrom highlighted the financial statements for March 1997. She stated that the 1st quarter of 1997 was strong financially. She noted a positive cash flow for the month and that 1997 revenues year-to-date exceed 1996 revenues through March by 13%. In addition, 1997 expenses are lower than 1996 by 3% and 8.5% below budget. Discussion followed.

Commissioner Graham moved to acknowledge receipt of the March, 1997 Financial Statements; Commissioner McCormack seconded. Roll call: all ayes. Motion carried.

VI. ACTION ITEMS:

- A. Selection Committee Recommendation Regarding Legal Services

Commissioner Richards summarized the process to select an Airport Attorney. The committee recommended the firm of Younge and Hockensmith, P.C. as the new firm and attorneys Ron Gibbs and Doug Briggs as the lead attorneys. Discussion followed.

Commissioner Richards moved to appoint Younge and Hockensmith, P.C. as the Airport legal counsel; Commissioner Graham seconded. Roll call: all ayes. Motion carried.

B. Intergovernmental Agreement with Colorado Economic Development Commission to Divert Aviation Fuel Tax Fund into a Colorado Business Incentive Fund

Manager Nystrom described correspondence regarding this issue, which was prompted by recent State legislation that was signed into law by Governor Romer. She stated that Walker Field Airport Authority has not been approached by an air carrier for assistance through this fund. Discussion followed.

Commissioner O'Boyle moved to take Staff's recommendation not to participate this year in light of the fact that no requests for assistance had been received and a specific use for the funds not determined. Commissioner Richards seconded. Roll call: all ayes. Motion carried.

C. Terminal Advertising Concession Bid Award

John Thomas summarized the RFP process for the advertising concession bid in the terminal building, and Staff recommended awarding the bid to the firm of Interspace Advertising, Inc. Discussion followed.

Commissioner Richards moved to authorize staff to enter into contract negotiations with Interspace and for Staff to bring the contract back to the Board for approval at a future Board meeting; Commissioner McCormack seconded. Roll call: all ayes. Motion carried.

D. Updated Airport Layout Plan

Manager Nystrom described the need and urgency for updating the Airport Layout Plan as part of the new passenger facility charges application process and as part of the Master Plan Update. Discussion followed.

Commissioner Richards moved to approve the updated Airport Layout Plan with the contingency that an extension of Runway 4/22 be placed back onto the plan; Commissioner Graham seconded. Roll call: all ayes. Motion carried.

E. Mesa State College Internship Program Request

Manager Nystrom described past internship programs through Mesa State College and Metro State College. Mesa State has expressed interest in placing an intern with the Authority again. Discussion followed.

Commissioner Richards moved to authorize the hiring of a Mesa State College intern for up to 3 months for 4 hours per day at \$4.75 per hour; Commissioner Graham seconded. Roll call: all ayes. Motion carried.

F. Re-aligning 1997 Funding for Capital Projects

Ted Balbier described the realignment of capital expenses from the list of capital expenditures. Discussion followed.

Commissioner O'Boyle moved to approve re-aligning funding to allow for \$3800.00 to be expended for the upgrade of the dripline system and for grass to be planted along the roadway to the terminal building; Commissioner Richards seconded. Roll call: all ayes. Motion carried.

G. Supplemental Budget Request for Statewide Pavement Maintenance Program

Dennis Wiss explained the details of the program and the final estimated costs which will be associated with the program. Mr. Wiss added that no additional dollars will be needed other than the \$3700 ± 15% approved at the April Regular Board meeting. Discussion followed.

No action was taken by the Board.

H. Airport Manager Annual Evaluation and Salary Adjustment

Chairman McCormick detailed a discussion item from the April 1997 Regular Board Meeting that it was time for the Airport Manager's annual evaluation. A committee was formed and made up of Chairman McCormick, Commissioner McCormack, and Commissioner Heimbarger to revise the Airport Manager's job description, employment agreement, and come up with an evaluation process and to come up with a recommendation for salary adjustments. The committee meet twice and then with the entire Board after the May 6th Board workshop. The committee has prepared a recommendation that was passed out by Chairman McCormick that contained a motion that the committee is recommending. Chairman McCormick read the following motion: The committee recommends that we approve the job description as revised and it is presented in our Board packet, we approve the employment agreement which is presented in the Board packet and available for people to review, we authorize the Chair to sign that agreement with the Airport Manager, that we recognize the Board satisfaction with the outstanding job Corinne has done over the past year as Airport Manager, and to increase the Airport Manager's salary to \$60,000 effective June 1, 1997 and to \$62,000 effective January 1, 1998. That is the committee's recommended motion and that one of the things the committee did was a review of the compensation of Airport Manager's around and looked at four (4) similar sites (airports), namely Flagstaff, AZ; Cheyenne, WY; Casper, WY; and Rapid City, SD and found that with the benefits the average for those four Managers was \$60,000. The committee also took a look at Montrose; Durango; Eagle; Aspen and found that with benefits, the wages averaged \$62,600 and the average of all eight airports was \$61,000. The committee then looked at AAAE annual review of Airport Managers around the country for similar sized airports and Walker Field compares to airport with enplanements greater than 100,000. The 1995 salary was the most recent the AAAE had and it was \$60,000. If the Board takes the 1995 wage and project it to 1997 at 3% a year it comes out to \$64,000. Chairman McCormick summarized that is how the committee came up with rationale for the salary recommendation, and that is the recommendation from the committee and my counterparts on the committee put in a good effort to come up a recommendation that the committee thought was proper.

Commissioner Richards moved the recommendation be approved; Commissioner Graham seconded with an amendment to the original motion, the amendment being that the increase to \$62,000 effective January 1, 1998 be ratified by the Board at the December 1997 Regular Board Meeting. Commissioner Richards stated no objections to the amendment. Discussion followed regarding parliamentary procedure for motions and voting on said.

Commissioner Graham seconded the original motion and proposed in the form of a motion the amendment as previously outlined. Commissioner Richards restated no object to the amendment. Discussion followed on the intent of the split increase of the salary. Chairman McCormick disagreed with the ratification in December. No second on Commissioner Graham's motion to amend and the motion died.

Commissioner Richards moved to approve the job description, a salary adjustment to \$60,000 per year effective June 1, 1997 and to \$62,000 per year effective January 1, 1998, and the employment agreement with authorization for the Chairman to sign; Commissioner Graham seconded. Roll call: all ayes. Motion carried.

I. Retriever Air Freight Improvement in 4th ATO

Ted Balbier described the HVAC, sprinkler system, and electrical heating requirements for Retriever's relocation to the 4th ATO. These improvements will benefit all future 4th ATO users, not just Retriever. Discussion followed.

Commissioner O'Boyle moved to approve funding to proceed on HVAC, electrical heating and sprinkler system improvements not to exceed \$3,000.00; Commissioner Richards seconded. Roll call: all ayes. Motion carried.

J. Acknowledgment and Consent of Fuoco Condominium Hangar Map for Mesa County Clerk and Recorder's Office

Commissioner Graham questioned acknowledgment of the map as it relates to making the airport liable for its accuracy and what warranties or representations the Authority makes by signing without verifying the map's accuracy. Discussion followed.

Commissioner Graham moved to approve acknowledgment of the map contingent upon it not being a warranty to its accuracy; Commissioner O'Boyle seconded. Roll call: all ayes. Motion carried.

VII. DISCUSSION ITEMS:

A. Proposal to Amend Security Deposit Requirements for Incumbent Air Carriers

John Thomas summarized discussions with air carriers and their requests on the security deposit requirement in their proposed lease agreements. Discussion followed. Staff was asked to present a recommendation to the Board at the June Board meeting regarding security deposit requirements for all airport tenants so that fairness would be ensured among all users.

B. First Option to Lease Policy Statement

John Thomas discussed a proposed policy written by Attorney Griff. Discussion followed. Staff was directed to have the new legal counsel review the proposed policy for future consideration by the Board.

C. Request for Proposals to Provide Advertising Consulting Services

John Thomas discussed the need for updated airport photographs and artwork to be used in marketing the airport. Discussion followed. The Board authorized staff to proceed with an RFP to provide advertising consulting services.

D. Proposed Agenda Items for Upcoming Board Workshops

Discussion was held on scheduling the following items for future Board workshop agendas:

1. Master Plan Update
2. Taxation of Privately-Owned Improvements on Airport Property
3. Future Plans for Hangar Owned by WFAA and Currently Leased to Kempton Air
4. Staffing Update

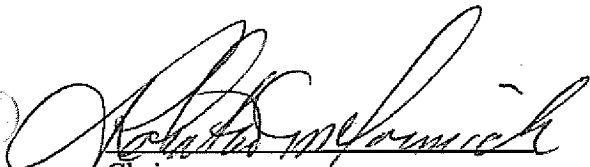
VIII. OTHER ITEMS:

Staff was asked to ensure that the City Council and the County Commissioners get a copy of the Board meeting minutes each month.


IX. ADJOURNMENT

There being no further business to come before the Board, Commissioner Richards moved to adjourn the meeting. Commissioner Graham seconded the motion to adjourn. Unanimously carried. The meeting was adjourned at 8:26 p.m.

APPROVED AND ADOPTED THIS 17th DAY OF JUNE, 1997.


Chairman

ATTEST:


John Thomas, Deputy Clerk