



Grand Junction Regional Airport Authority Board
Board Meeting and Workshop
Meeting Minutes
March 18, 2014

I. Call to Order

II. Motion into Executive Session

To confer with the Authority's legal counsel for the purpose of receiving legal advice relating to a pending investigation, as authorized by CRS§ 24-6-402(4) (b) and pending contract negotiation, as authorized by CRS§ 24-6-402(4) (e).

III. Adjourn Executive Session

5:00PM-5:15PM: RECESS

I. Call to Order

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:18 PM on March 18, 2014 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Steve Wood, Chairman
Tom Frishe
Sam Susuras
Rick Wagner
Paul Nelson
Rick Langley

Airport Staff:

Amy Jordan, Interim Director of Aviation
Victoria Villa, Clerk
Chance Ballegeer
Gary Schroen
Kathie Lucas
Ben Peck
Ben Johnson

Other:

Bill Marvel, GJAUTA
Shannon Kinslow, TOIL
Justin Pietz, Armstrong
Drew Armstrong, C1A COA
Larry Kempton Sr., Kempton Air Service LLC
Larry Kempton Jr., Kempton Air Service LLC
Ryan Sells, EKS&H
Shane Bron, EKS&H
Kent Leinbach, Citizen
Wayne Clark, Citizen
Bradley Sullivan, CFC
Bob Erbisch, Citizen
Bill Pitts, Citizen
Deb Gaul, Citizen
David Hartmann, Armstrong
Duncan McArthur, GJ City Council
Mr. Hicks, Citizen

II. Approval of Agenda

Discussion:

Commissioner Frishe asked to switch the order of items B and C in the Action Items.

Commissioner Susuras made a motion to approve the revised agenda. Commissioner Nelson seconded. Voice vote: All Aye.

III. Conflict Disclosures

Chairman Wood - Hangar Owner

Commissioner Frishe - None

Commissioner Susuras - None

Commissioner Wagner - None

Commissioner Nelson - None

Commissioner Langley - None

IV. Commissioner Comments

Chairman Wood asked all commissioners to please speak into the microphones so the clerk and audience can hear what is being said.

V. Citizen Comments.

None.

VI. Consent Agenda

A. Minutes: February 18, 2014 Regular Board Meeting

Discussion:

None.

Commissioner Susuras made a motion to approve the February 18, 2014 regular board meeting minutes. Commissioner Wagner seconded. Voice Vote. All Ayes.

VII. Action Items

A. Ethics and Conflict of Interest Policy

Airport Attorney Mike Morgan briefed the Board and stated that in March of 2012 the Board adopted an Ethics and Conflict Policy that has been in place ever since. Mr. Morgan stated that in the Board packet was a proposed revised policy which would make few exceptions to certain conflict of interest transactions. Mr. Morgan said that he and staff recommend that the Board not take action tonight because after having conversation with staff there are things that they believe are omissions that are in the policy that need to be addressed and also because at the next Board meeting they propose to have a procurement policy which will have a code of procurement conduct which is similar to a conflict of interest policy and they should be considered at the same time.

Discussion:

Commissioner Frishe said that he has questions on the definition of “substantial” in paragraph two in regards to the Board and employees excepting gifts of substantial value.

Commissioner Susuras stated that the document later says \$50.00.

Mr. Morgan said that that was one that he and staff would like to “tighten up” because that \$50 was with respect to one category but didn’t apply to all of them. Mr. Morgan stated that the other question was if that was if that is the appropriate level.

Commissioner Susuras said the he feels \$50.00 is appropriate because that is what most firms require; anything over \$50 they are to refuse it.

Commissioner Frishe said that the Federal Government says \$20.

Commissioner Wagner asked that when a value is attached to something does that include each transaction or does that include the total amount.

Mr. Morgan said that that was one of the issues he and staff had discussed, but typically it is on a per-event bases but it is possible to have a per-year bases

Chairman Wood commented on 2.1b to strike the last couple of clauses.

Commissioner Langley asked if just a general code of ethics on behavior for the Board and employees could accomplish many of the issues that are being discussed.

Further input was given by the Board to Mr. Morgan to make the policy acceptable.

No action took place on this policy

B.(C) Quimby and Associates Contract

Mr. Morgan briefed the Board on the proposed agreement between the Grand Junction Regional Airport Authority and Quimby & Associates LLC. Mr. Morgan said that it is to provide consulting and investigative services relating to the ethics and fraud hotline that the Authority is proposed to establish under its whistleblower policy. Mr. Morgan stated that is the contract is

approved then Quimby & Associates would be the designated investigator for purposes of receiving and investigating ethics and fraud violations through the hotline and also any other mediums. Mr. Morgan said that the contract would start immediately and would proceed unless either parties gave 30 days' notice of termination or 7 days' notice of termination in the event of default and there would be a \$250 initiation fee, 125 per hour for any investigative services she performs to pursue complaints which she determines to be merit and \$1,500 per year for services. Mr. Morgan said that Ms. Quimby would be authorized, by this contract, to spend up to five hours on any one complaint without further authority of the Board. Mr. Morgan said that is ever Ms. Quimby determines that the Board as a whole is complicit in any ethics or fraud violation or she feels it would be futile to bring it before the Board or that it is in the interest of public health and safety she has the power to bring it to the immediate attention of law enforcement.

Discussion:

Commissioner Susuras stated that he has the utmost respect for Ms. Quimby's investigative skills but the contract seems a little broad and asked where you draw the line and where will the hotline number be published. Mr. Susuras asked if it would be available to the general public and or for anyone who has a complaint.

Mr. Morgan stated that this was just the contract and the next on the agenda was the fraud protection and whistleblower policy that the board has already adopted but are requesting to make amendments to it. Mr. Morgan said that the amendment to that would be the establishment to the hotline and designating Quimby LLC as the principal point of contact for that. Mr. Morgan said that other than that with the whistleblower policy the Board has already invited people to report instances of ethics or fraud violation and it's going to be process of sorting out which are legitimate complaints and which are not and that is part of Ms. Quimby's scope. Mr. Morgan said that under the whistleblower policy it is not cutting off anyone from making complaints to Ms. Jordan or any supervisor but just simply adding Quimby and Associates as an independent entity to which complaints can be made confidentially.

Commissioner Susuras said that he is not implying that Ms. Quimby would abuse it but the policy is written as the Airport has an open checkbook for these charges.

Mr. Morgan stated that Ms. Quimby can't come to the Board every time she has a complaint she will have to act on it quickly.

Commissioner Langley said that it was his understanding that the number will be posted in the work place and the availability to the public will be limited.

Mr. Morgan said that anyone can call that number and there is nothing in the policy that says how broadly the availability of it will be distributed. Mr. Morgan said that in the Whistleblower policy it encourages anyone who is aware of a violation, including the general public, to report it.

Commissioner Wagner asked if there would be a Tabor issue with this contact.

Commissioner Susuras said that he thinks if it is reviewed every year they could bypass Tabor so it should be review at the end of each contract year.

Mr. Morgan said that another issue is that Quimby and Associates does not currently have liability insurance and consequently there is no provision in the contract that the contractor maintain liability insurance.

Further discussion took place on changes in the contract. Discussion also took place on liability insurance coverage or possibly having the company obtain a bond.

Commissioner Susuras asked if the Board could direct Ms. Jordan to check with the airport's insurance to see how much it would be to add Quimby and Associates on to the policy.

Chairman Wood asked if there was a name for the hotline

Mr. Morgan said it is being called the Ethics/Fraud Hotline

Mr. Susuras asked if there was a phone number in place for it.

Ms. Jordan said yes.

Commissioner Wagner moved to adopt the contact as amended and the changes discussed by the Board be implemented and included in that document and be presented to the chairman for his examination and signature as soon as possible. Commissioner Frishe seconded. Voice Vote. All Ayes.

C. (B) Whistleblower Protection Policy Changes/Implementation

Airport legal counsel Mike Morgan briefed that Board on the redline document included in the Board packet showing changes between the adopted policy and what is being recommended. Mr. Morgan said many of the changes are simply stylistic except for paragraph 7 which is to insert Quimby and Associates being the designated authority fraud investigator and putting in the number of the hotline and the contact information for Quimby and Associates LLC. Mr. Morgan stated that it is recommended to change the name to Fraud Prevention and Whistleblower policy because is better describes what it actually does.

Discussion:
None.

Commissioner Frishe made a motion to approve the Whistleblower policy as amended. Commissioner Langley seconded. Voice Vote. All Ayes.

Commissioner Wagner made a motion to move items "H" and "I" in the Discussion Items up to immediately follow C in the Action Items. Commissioner Frishe Seconded. Voice Vote. All Ayes.

D.(H) Administration Building Construction Update

Deputy Direct of Facilities Ben Peck briefed the Board with an update of the progress of the administration building. Mr. Peck said that today is day 149 of the original 275 day contracted construction days and it is currently one week behind schedule which fluctuates depending on where subcontractors are.

Discussion:

Commissioner Wagner said that from the description, most of what has been accomplished so far is boxing the building in and there is no insulation, no electrical or plumbing.

Mr. Peck said that is correct with the exception of minor plumbing and utilities being put in prior to the pour.

Mr. Wagner asked how much longer it would be until the roof decking is complete.

Mr. Peck said right now they are battling recent winds so probably sometime between Thursday of this week and Monday of next week.

E.(I) Administration Building Financial Update

Chairman Wood briefed the Board and stated that there has been a fairly recent development of questions about funding and it is safe and wise to say that the Airport's ability to fund has been put into delay mode.

Discussion:

Commissioner Wagner said that his understanding is that there is difficulty ascertaining any exact possibility for traditional funding that the airport has on this project which is underdevelopment and is continuing and drawing resources and needs to be reconsidered. Mr. Wagner stated that they want to make sure that they are as serious and as cautious as they can be.

Chairman Wood said that they have been in ongoing and frequent discussions and negotiations with Shaw and they have not been kept in the dark about the funding issue.

F.(D) February Pay Application for Shaw Construction

Deputy Director of Operations Kathie Lucas briefed the Board on Shaw pay application #4. Ms. Lucas stated that this pay app is for work that is already finished as of approximately February 25th. Ms. Lucas said that this pay application is for \$549,196.18 and this one is substantially lower than what they had earlier anticipated, however, that means the next one coming at the end of March will be more substantial than anticipated.

Discussion:

Commissioner Susuras said that normally they have the financials each month and asked why there weren't any in the report before the Board.

Deputy Director of Finance Gary Schroen said that part of the issue is that he has not been able to close out the books for 2013. Mr. Schroen said that when the books are closed the numbers would reset January 1st but he does not have all of the financial records to close them.

Commissioner Susuras asked if there was money on hand to pay this pay app.

Mr. Schroen said yes.

Commissioner Langley commented that there has been a request submitted to the FBI for documents for Mr. Schroen to close the books for 2013.

Chairman Wood asked what the status of the building was and if there would be any outstanding issues if they were to suspend construction.

Mr. Peck stated that there has been some drainage issues around the site and that could potentially cause some issues. Mr. Peck said that it is a matter of some backfill not being packed in yet but they are currently working on that.

Commissioner Frishe asked when that would be completed.

Mr. Peck said the assumes the first part of next week.

Commissioner Susuras asked if there was anything in there that weather would damage if they stop the procedure.

Mr. Peck said nothing as of yet.

Commissioner Wagner stated in preface to his motion that when they have taken into account of the process of this endeavor and also the opportunity for continuing funding in an efficient and thoughtful way. Mr. Wagner stated that it is unclear to the Board, timeframes for applications for other funding and when that funding might be awarded. Mr. Wagner said that it is in the best interest of the tax payers and the airport for the following motion.

Chairman Wood asked Mr. Morgan to review some pertinent points in the contract regarding suspension. Mr. Wood asked if seven days is sufficient.

Mr. Peck said to the best of his knowledge he thinks seven days should be sufficient.

Ms. Lucas stated that depending on if the weather cooperates and depending on the pour that is scheduled for Friday actually happens than seven days should be sufficient.

Mr. Morgan stated that under paragraph 80.06 of the general conditions of the contract between the Authority and Shaw, the Authority has the right to suspend work as it may deem necessary due to conditions which are considered to be unfavorable for the prosecution of the work at this time, the implication that those conditions were unforeseen at the time of the making of the contract and if you exercise that right to do so than the contractor will store all materials so they

are not damaged and take precaution to prevent damage or deterioration to the work performed and provide for normal drainage prior to suspending work.

Commissioner Nelson stated that the tax payers are being well served by this motion.

Commissioner Wagner made a motion to pay the outstanding billing from Shaw Construction for the amount of \$549,196.18 and that the Chairman the Airport Manager and whoever the Chair deems necessary, are directed to take action to suspend work on the Administration Building and that they shall determine a point to suspend operations at a time within the next seven days. Commissioner Susuras seconded. Voice Vote. All Ayes.

E. PH, LLC Ground Lease Request

Interim Airport Manager Amy Jordan briefed the Board and said that on March 7th she received a request from PJ McGovern, who is with P&L Properties and is also a major lease holder and the Airport. Ms. Jordan said that PJ made a request for a ground lease in the new standard form for the footprint of the new paint hangar that has been discussed for West Star Aviation. Ms. Jordan said that they are requesting that this lease be in the name of PH, LLC, which stands for Paint Hangar LLC. Ms. Jordan said that she has prepared the new standard form lease with the help of Mr. Morgan. Ms. Jordan said that back in January the Board gave the airport manager the authority to execute standardized agreements. Ms. Jordan stated that this is a standardized agreement so she does have the authority to execute it but before she did, with the current situations and conditions of the possible lease she wanted to bring it before the Board.

Discussion:

Commissioner Susuras asked if this was the site for the new paint hangar.

Ms. Jordan stated that is was in fact the site of the new paint hangar.

Commissioner Susuras asked if West Stars has plans to move forward with the new hangar.

Ms. Jordan she requested more information and a timeline but West Star has yet to provide that to her.

Chairman Wood asked if the Board completed the actions on October 29th to piece together the footprint.

Mike Morgan stated that the Board approved them and at the time two of them had been signed that involved the signature of Aero GJT, the others involved the signature of the Authority and PJ McGovern and/or West Star.

F. Fentress Pay Request: January Construction Administration Services

Interim Airport Manager Amy Jordan briefed the Board on the pay request from Fentress Architects for construction administration services. Ms. Jordan stated that the invoice is for 18,499.00. Ms. Jordan said that they ran these fees by Marc Miller with the FAA and he said he

would like for the airport to get an independent fee estimate on them but they would typically be eligible for reimbursement under a federal aviation grant.

Chairman Wood asked if the independent fee estimate would be on the entire contraction administration.

Ms. Jordan said that was correct.

Chairman Wood asked if there has been any action taken to do that.

Ms. Jordan said that Ben Johnson has submitted the scope and blank worksheet to a company out of Wyoming called GDA Engineers.

Commissioner Wagner stated that his understanding is that independent fee examinations (IFE) are required on FAA contractual agreements on amounts exceeding \$100,000.

Project Coordinator Ben Johnson said that GDA is supposed to give the airport a proposal for their fees to do the IFE but they anticipate it being around \$2,000 to \$2,500 range.

Commissioner Frishe moved to put the pay request on hold until the IFE is complete and they have a better understanding of what the costs are. Commissioner Nelson seconded. All Ayes.

VIII. Discussion Items

A. Introductions of EKS&H

EKS&H representatives Shane Brown and Ryan Sells introduced themselves and the company and gave a background presentation on what they would be doing. Mr. Brown thanked the Board for accepting their proposal to be the Airport's auditors for 2013 and stated that he would be the relationship managing partner on the engagement. Mr. Sells is an expert in audits of governmental and special purpose entities and he will be the partner in charge and will be the one signing the audit report.

Discussion:

Commissioner Wagner asked, as part of the compliance audit, will they be examining the documentation for funding and making sure the proper materials are being submitted and making sure the airport is in compliance with the proper policies.

Mr. Sells stated that there are 16 compliance areas that they focus on. Mr. Sells said that they will go through all significant compliance requirements within all contracts.

Commissioner Wagner said that everyone is excited to see the result of their work and they come highly recommended.

B. Grand Junction Airport Users and Tenants Association Letter Regarding Lease

Commissioner Frishe briefed the Board and stated that the recommendation by the association is that to delay the working on the lease itself because input was not received from the association and because there is so much going on, their recommending to “kick the ball down the road” so there is enough time to get the lease and the need of the lease right so everyone can feel they have been accommodated.

Discussion:

Commissioner Frishe stated that Chairman Wood is recusing himself from this topic because he is a hangar owner.

Commissioner Wagner said that this is important especially because of the length of agreements they are entering into and their stake in the airport.

Commissioner Susuras stated that the only problem he has with the letter is that it doesn't specifically say what changes they want in the lease and asked if they have looked at the lease and reviewed it.

Bill Marvel stated that he has looked through it and so has Dave Shepard but would like to go through it in more detail. Mr. Marvel stated that they don't have specific recommendations at this point but certainly will at a future date.

Commissioner Langley stated that the Board appreciates the thoughtfulness on the extension of time and that the Board is more than willing to sit down and discuss the details of the lease at the appropriate time.

Mike Morgan stated that he is unclear as to whether the proposal is to put off the time to discuss the terms of the lease or if it is the deadline, that the Board established, for tenants to apply for it that is being put off.

Commissioner Wagner stated that if it going to be continued to be examined than some action needs to be taken on the deadline.

Mr. Morgan said that the Authority has received a number of requests from individual tenants for the new form of lease.

Ms. Jordan stated that they have received about 5 requests.

C. Draft Construction Administration Contract with Fentress Architects

Mr. Morgan stated that in light of what the Board decided before, this item should be tabled for further discussion after the IFE is received.

Chairman Wood stated he got a copy of the basic contract and was executed May 2, 2012 and asked if this contract is a basic contract with the architect or a contract specific to the administration building.

Mr. Morgan said it is specific to the administration building project.

Commissioner Wagner asked if anymore was researched on what Fentress does and what Jviation does because he does not want to be paying for double services.

Ms. Jordan stated that Mr. Peck and Ms. Lucas could probably explain what they do day to day and she does not believe there is a lot of overlap.

Mr. Peck said that Jviation designed the civil component of this project so they are overseeing that, as well as, Fentress is not used to doing these projects under FAA guidelines where Jviation is. Mr. Peck said that Mr. Quinn with Jviation interacts with the FAA and Mr. Chessmore with Fentress is looking at the architectural features of the building.

Commissioner Wagner stated that if anything is done after the suspension of construction that is not statutorily required or safety required the Authority will not pay for it.

Chairman Wood stated in summary they want the building secured and now is a good time to have a secure project that can survive the weather for a little bit.

D. Subway Café Options

General Manager of the Airport's Subway Café, Chance Ballegeer briefed the Board on options and outcomes as to whether or not the Airport should keep the Subway Café franchise. Mr. Ballegeer stated that he, Commissioner Nelson, Ms. Jordan and Mr. Johnson met and came up with some options. Mr. Ballegeer went through the steps for each option including, keeping the franchise, selling the franchise or keeping the franchise and closing off the unsecured side of the restaurant and focusing on customer service on the secured side. Mr. Ballegeer presented to the Board an estimate from FCI Construction on how much it would be to build a wall to close off the unsecured side.

Discussion:

Commissioner Langley asked if it would reduce any staff with the closure of the unsecured side.

Mr. Ballegeer stated it would not.

Ms. Jordan said that they don typically run an extra person when that side is open during high volume times so it probably be less staff hours.

Commissioner Langley stated that on the estimate from FCI it estimates just framing the wall in and asked about outside finish and paint.

Mr. Ballegeer said that the permit to build the wall has to be pulled by a general contractor, which the airport does not have on staff, so FCI will build the wall and airport staff will be doing the finishing touches.

Commissioner Nelson asked if it was true if the Airport keeps all licenses and equipment but outsources someone to manage the business that it would have to be looked at every five years.

Ms. Jordan stated that that was correct and that service would have to go out for selection approximately every five years.

Commissioner Susuras stated that the only way they would be sure that this subway would operate is if the airport continues to run it.

Commissioner Nelson stated that if they sell it whoever wins the bid could possibly come in and change the franchise.

Mr. Ballegeer stated that the safest way to be assured that there is food service if for the airport to continue running it.

Ms. Jordan stated that she talked to subway headquarters who gave the appraisal on the Subway Café. Ms. Jordan said she asked if that is the value if it stays in its current location and headquarters said yes. Ms. Jordan said that if the franchise were to be taken out of the airport it would lose its value.

Commissioner Susuras stated that his preference is for the airport to continue to operate the franchise and wall off the unsecured side.

Commissioner Wagner asked who would manage the human resource part of this.

Ms. Jordan stated for the past year it hasn't really been labor intense for her because they have had stable staff and have a restaurant manager that has been there a long time and two full time assistant managers that provide stability.

*Commissioner Frishe made a motion to close down the unsecured side of Subway Cafe.
Commissioner Susuras Seconded. Voice Vote All Ayes.*

E. AIP Grant Application Update

Project Coordinator Ben Johnson briefed the board on what is holding back the AIP applications. Mr. Johnson said that before the March 4th meeting and workshop, he, Ms. Jordan, Mr. Wood and Mr. Frishe met with Marc Miller and Chris Shaffer with the FAA to get some guidance. Mr. Johnson said that one of things that is holding back all of the applications at this point is a standard code of conduct for procurement. Mr. Johnson said that that FAA's opinion on this was that this needs to be a written document and should be taken care of before the application is submitted. Mr. Johnson said that for the AIP application for the apron design reimbursement, in addition to the code of conduct the FAA said they have not approve the IFE for that project. Mr. Johnson said the IFE was done and has been submitted to the FAA for their approval along with the plans for their review. Mr. Johnson stated that the project is complete and when the FAA gives their input back to Jviation there will be a biddable set of plans in three phases for this project. Mr. Johnson stated that as far as the RTR relocation, since the total project cost was over

\$100,000 they asked the FAA if an IFE was necessary and they did not give a clear answer but their opinion was since there is nobody out there with the technical expertise to do the work but the government than there is nobody capable of giving an IFE for that project so they concluded that the airport probably doesn't need an IFE for that project

Discussion:

Commissioner Wagner asked who is preparing the procurement code of conduct.

Mr. Morgan stated that they have a draft that have been circulated to staff and should be ready by next meeting for the Board's consideration in conjunction with the conflict of interest policy.

Chairman Wood stated that the one thing the FAA made pretty clear was when this is done if they pay for that, they're not paying for the airport to change it again. Mr. Wood stated that it may be important to look back at the original scope of work and make certain that what they sent out to do is in fact what they did.

Commissioner Wagner stated that at some point a compliance review should be done as well as review certifications to make sure proper policies are in place.

Mr. Morgan stated that in addition to what is in the AIP grant application the FAA has recently started to implement a risk assessment for airport sponsors in which they ask if certain things are in affect and most airports are responding with saying they don't have these things in place.

F. Geotech Project Update

Mr. Johnson briefed the Board with an update on the Geotech project status. Mr. Johnson stated that they received a fully executed CDAG grant on March 10th for this project. Mr. Johnson said that they are anticipating for the drilling to start the week of April 7th for four nights maybe five. Mr. Johnson said the runway will be closed probably between the hours of 11pm and 5:30am. Mr. Johnson said after the drilling is complete it will more than likely take 30-60 days to get the results from the lab.

Discussion:

None.

G. Airport/CDOT Access Road Issues

Chairman Wood stated that he attended a county and state meeting with Ms. Jordan and Mr. Johnson. Mr. Johnson briefed the Board and stated that the meeting was requested by CDOT and discussed solutions to the problems they are having with the BLM access road that is on the east end of the airports property. Mr. Johnson discussed details on maps that were presented in the Board packets. Mr. Johnson stated that the speedways road was legally built and permitted by Mesa County and the airports road was not. Mr. Johnson said the airports road is built 2ft. higher and is causing for the neighbors road to be flooded. Mr. Johnson said the way the roads merge at the I-70 frontage road is causing a traffic hazard and a potential liability to the airport. Mr.

Johnson said that one possible solution that was discussed was, to make the speedways road a county road and then connect the desert access (the airports road) to the new county road where the speedways road curves in their property and then demolish about 650ft of the airport road up to that corner. Mr. Johnson said the county was going to discuss this option and they would meet again in April

Discussion:

Commissioner Wagner asked when the road was constructed.

Mr. Johnson said it was constructed right after the fence project in 2011.

Chairman Wood said that what was told to them was the road was primarily put in at the airport's expense and was mining gravel out there.

Ms. Jordan said that they were told a gentleman by the name of Merle Weaver requested to build the road but the gravel pit never materialized.

Chairman Wood said that the solution that was proposed did not involve the airport spending money but just some staff time.

Further discussion to place as to whether the road is in the city or county and it remains unclear without a survey being done.

J. Administration Office Move.

Ms. Jordan briefed the Board and stated that to date Ben Peck and Kathie Lucas have move out of the Horizon Ct. office and Mr. Peck is sharing an office with Manual, the facilities supervisor, on the second floor of the terminal and Ms. Lucas is sharing space with Ted Balbier in the airport fire station. Ms. Jordan said that that leaves Gary Schroen, Ben Johnson, Kathie Laurin, Victoria Villa and herself moving the remainder of the week into the first airline ticket office (ATO1). Ms. Jordan stated that there will be a sign on the outside of that door and a doorbell so people can get to staff. Ms. Jordan stated that they have talked to the properties manager at the Horizon Ct. office about possibly subleasing that office and she has indicated that she will pursue that so if she is able to get another leasee, the airport would get a prorated refund.

X. Any other business which may come before the Board

Mr. Johnson gave a brief update on the Airport Manager search. Mr. Johnson said that the position is now being published and will remain open for 30days and will close at the end of the day on April 15th. Mr. Johnson stated that they have received 16 applications so far.

XI. Adjournment

Commissioner Wagner moved to adjourn the meeting. Commissioner Susuras seconded. Voice Vote. All Ayes.

The Special Board Meeting adjourned at 8:30pm

Steve Wood, Board Chairman

ATTEST:

Victoria Villa, Clerk to the Board