



---

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

---

**EXECUTIVE SESSION AGENDA**

**Time: 2:00PM-5:00PM**

**I. Call to Order**

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 3:13 PM on November 18, 2014 in Grand Junction, Colorado and in the County of Mesa.

**II. Motion into Executive Session**

*Commissioner Nelson moved to adjourn 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 to discuss personnel matters as authorized by CRS §24-6-402(4)(f). Commissioner Susuras seconded. Voice Vote. All Ayes.*

**III. Adjourn Executive Session**

**Adjourn Executive Session at 4:00PM**

**BOARD MEETING AGENDA**

**Time: 5:15PM**

---

**I. Call to Order**

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:22 PM on November 18, 2014 in Grand Junction, Colorado and in the County of Mesa.

**Present:**

*Commissioners Present:*

Steve Wood, Chairman  
Paul Nelson, Vice Chairman  
Dave Murray  
Rick Wagner  
Rick Langley  
Sam Sasuras

*Other:*

Bill Marvel, GJAUTA  
Shannon Kinslow, TOIL  
Guy Parker, GJAUTA  
Wayne Clark, Citizen  
Bill Pitts, Citizen  
Drew Armstrong, Audit & Finance  
Larry Kempton, AOPA  
Denis Corsi, Armstrong  
Scott Peterson, WSP Consult LLC

*Airport Staff:*

Ben Johnson, Interim Airport Manager  
Brian Harrison, Deputy Clerk

Amy Jordan  
Ben Peck  
Ty Minnick

## **II. Approval of Agenda**

Mr. Johnson said that staff would like to add a revised banking resolution to the action items.

*Chairman Wood approved the agenda by major motion with the proposed addition.*

## **III. Conflict Disclosures**

Chairman Wood - Hangar Owner  
Commissioner Wagner - None  
Commissioner Nelson - None  
Commissioner Murray – None  
Commissioner Susuras – None  
Commissioner Langley - None

## **IV. Commissioner Comments**

Chairman Wood mentioned that the Environmental Planning and Service Selection Committee have received responses to their request for qualification and they have done an initial review and are working on a more detailed review and anticipate a meeting soon. Mr. Wood said that they hope to have a recommendation for the Board at the next scheduled meeting.

Chairman Wood said that since the last time they met the Colorado Aeronautics Board informed them that the funding they thought they would have seems to be dramatically reduced because the price of fuel is down and the quantity is down.

## **V. Citizen Comments.**

### **Wayne Clark**

Mr. Clark spoke about his history as a cop and his participation with the neighborhood watch program. Mr. Clark said that flying into other airports he noticed a sign that said ALPA Airport watch with a 1-800 number. Mr. Clark said that he called the ALPA and asked about their program and they said they were discontinuing it but he asked if he could use their logo for a local program and they said no problem so he bought locally made yellow signs and hung them on gates in the GA area but instead of having a 1-800 number it has 911 and Grand Junction Police Department (GJPD). Mr. Clark said that the question is now that there is a possibility of the gates going away they would like to ask for the Board to consider getting this program up and running for the entire airport.

Discussion:

Commissioner Wagner said that he appreciates the work and effort Mr. Clark has done on his own.

## **VI. Consent Agenda**

### **A. Minutes: September 30, 2014 – Special Board Meeting**

### **B. Minutes: October 14, 2014 – Regular Board Meeting**

Discussion:

Commissioner Wood said that on the October 14<sup>th</sup>, 2014 Minutes it would be helpful to put “\$” in front of all of the dollar numbers and a spelling correction on page 4 from “Chairman Would” to “Chairman Wood” and at the end of that same line correct “flush out” to “flesh out”

Commissioner Murray said that on page, 5 paragraph 4 it should be “area” and on page 6, paragraph

*Commissioner Nelson moved to approve the Consent Agenda with proposed changes.  
Commissioner Susuras seconded. Voice Vote. All Ayes.*

## **VII. Discussion Items**

### **A. Financial Update**

Finance Manager, Ty Minnick, briefed the Board on the Grand Junction Regional Airport’s current financial status starting with the balance sheet. Mr. Minnick said that total current assets are consistent with prior month and cash is still down about a million compared to December 2013. Mr. Minnick said that restricted assets are up compared to December 2013 due to the funding of the revenue bond, and that bond payment, for around 1.2 million, will be paid out on December 1<sup>st</sup> and liabilities are consistent. Mr. Minnick went over the prior year to date comparison. Mr. Minnick said that Moody’s rated the Airport at BAA2, which the Airport has been at BAA2 since 2010 but they started at BAA3 in 2007 so it’s up since 2007 but is stable since 2010.

Discussion:

None.

### **B. Review of 2015 Draft Fees and Charges**

Mr. Minnick briefed the Board on the main points of the draft fees and charges for 2015.

- Landing fees – no changes
- Terminal rent and shared space – no changes
- Security services were decreased by \$50,000 to a total amount of \$200,000
- Ground transportation – no changes
- Fuel flowage – CPI adjustment and will be released on November 20<sup>th</sup>
- Ground lease – CPI adjustment and will be release on November 20<sup>th</sup>
- Security badges – reduced SIDA from \$210 to \$85 and reduced AOA from \$125 to \$35

- Parking fees – no changes

Mr. Minnick said that if they increased parking by \$1.00 it would get them about \$150,000

Discussion:

Commissioner Wagner said that it is not an inflexible curve for services and at some point if the Airport raises its parking fees enough it will create a market for a private parking garage and transport service so he doesn't think they should raise it.

Chairman Wood said that it would be interesting to see what the \$1 increase last year did in fact increase parking revenue by 12% as expected.

Ms. Jordan said that the Finance and Audit Committee did meet and went through the fees and charges page by page and another major change that was discussed is what CPI to use when making these adjustments and they wanted to make sure they were consistent with the lease policy and they all decided as a committee that the CPI for all US cities was appropriate to use in place of the Denver/Boulder area which is what the current fees and charges are tied to.

Commissioner Susuras said that he is happy with the price reduction in badging but wondered if that covered the cost to process them.

Mr. Minnick said that it does.

Mr. Johnson said that in developing the fees and charges, staff conducted a survey on about 30-40 other airport similar to GJRA to see what they charge for various things and that survey was used to make sure they were in reason.

Chairman Wood ask who keeps track of landing fees and making sure they are accurate.

Mr. Minnick said as far as diversions go they get their information from West Star and there is no landing fee for GA or military.

Mr. Johnson said it's largely self-report but the tower keeps logs as well.

Commissioner Murray asked if there was a process in place that audits the landing fee and if so how often.

Mr. Minnick said that to his knowledge there has not been an audit on self-reported landing fees.

### **C. Review of 2015 Draft Budget**

Mr. Minnick briefed the Board on the major changes of the 2015 draft budget.

Changes for operating:

- Terminal space rent – was decreased by \$50,000 due to the security revenue that was discussed earlier.
- The other income was reduced by \$15,000 to account for the potential reduction in badge revenue.

- The rental car facility fuel sales were increased by \$.15 per gallon to the rental car tenants.

Mr. Minnick said that the bottom line of operating expenses only changed by \$22,000 but there were some things they added, such as an intern and salary for that intern, work compensation got reduced and they added \$150,000 in security for a law enforcement officer.

#### **D. Review of Airport Bylaws**

Chairman Wood briefed the Board on the draft of the Airport Bylaws. Mr. Wood said that at the last meeting they went over the first draft but this draft contains changes for the Board to review.

Mr. Wegener said that there are some changes that were made by staff that make sense but language needs to be reworked.

Discussion took place on the idea of having alternate Board members.

Mr. Wegener said that they added emergency meetings and how those are handled.

Commissioner Susuras said that in the old bylaws the Chairman could not succeed himself and asked why it was taken out.

Mr. Wegener said that there may be times/situations where you would want the Chairman to continue as Chairman.

Mr. Wegener also discussed what staff added which talks about the removal of commissioners/directors by City or County Commissioners without approval of the Airport Board. Mr. Wegener said that there are reasons as to why the Board may not want this to happen.

Mr. Wegener discussed the use of social media/email and proposed that all commissioners be given a Grand Junction Airport email to conduct all airport business on.

Mr. Johnson said that the only problem is how they would access the email. Mr. Johnson said that there is an employee portal that it could be accessed through but that portal is not accessible on mobile devices.

Mr. Johnson said that it could be a possibility of having Board tablets or laptops just so all airport business is kept separate from personal business.

#### **E. Update of At-Large Board Member Selection**

Chairman Wood said that at the September 9<sup>th</sup> meeting they were missing Board members, so they decided to extend the applications deadline for the At-Large vacancy. Mr. Wood said that they expect to conduct interviews of perspective applicants and hopefully have a recommendation by December 9<sup>th</sup>.

Discussion:

None.

#### **F. Security Solutions Committee**

Chairman Wood briefed the Board on the Security Solutions update. Mr. Wood said that there was not a lot to report but he spoke with Steve Cambra and proposed to him that possible later in the week they could have a conference call with him and he was okay with that.

Discussion:

None.

#### **G. Administration Building Update**

Mr. Johnson briefed the Board on the Administration Building Update. Mr. Johnson said that based on the direction of the Board at the last meeting they have about half of the work completed and are planning another day to finish up.

Discussion:

None.

#### **H. Vending Machine Contract Update**

Mr. Wegener briefed the Board on the vending machine contract update. Mr. Wegener said that Mr. Fay had completed the agreement and after the Board approved it was sent out to Meza Enterprises through the State of Colorado Business Enterprise program and what that program does is it operates through the Randolph Sheppard Act which allows people that are legally blind to operate concessions in local governmental entities. Mr. Wegener said that it was actually the State of Colorado that was the winning bid and when the agreement was sent over they said they don't sign agreements the Airport has to give them a permit to give to Meza and if Meza can't do it anymore then they would give that permit to someone else in the program to do it. Mr. Wegener said they had issues with that due to continuity of service, taking machines out and putting new ones in all the time who is in charge and who will be going in and out of the Airport etc. Mr. Wegener said that they went through that discussion with them and she sent back a lot more changes and they went back and forth and she is now waiting for the approval of the Attorney General.

Discussion:

Chairman Wood asked if they should reconsider taking on vending themselves.

Mr. Johnson said that staff would prefer not to do vending services.

Ms. Jordan said that it is worth considering if the second bidder that was not selected, if they could be one that they would want to use.

Mr. Wegener said that he doesn't think they can do that, they would have to go out for rebid.

## **VIII. Action Item**

### **A. Review of Public Comments on Lease Policy and Draft Lease Policy**

Ms. Jordan briefed the Board. Ms. Jordan said that the committee has solicited public comments for 30 days and they received eight comments. Comments and responses were attached in packets. Ms. Jordan said that the committee met on October 23<sup>rd</sup> to review the comments and they had a lot of good comments and they were able to incorporate a lot of the suggestions. Changes to the Lease Policy include; the change to CPI from Denver/Boulder area to all US cities, there has been an addition of section 7.4 for financing, and section 12 was added to address the condominium associations.

Discussion:

Discussion took place between Mr. Dave Shepard and the Board.

*Commissioner Susuras made a motion for the Board to approve and adopt the revised lease policy and authorize the committee to work with legal counsel to develop a new standard aeronautical use ground lease. Commissioner Langley seconded. Voice Vote. All Ayes.*

### **B. Code of Professional Conduct**

Mr. Johnson briefed the Board on the Code of Professional Conduct. Mr. Johnson said that they added back in language regarding gifts and entertainment but they put in boundaries and gave better direction to staff. Mr. Johnson said that they took most of that language from the Office of Ethics for the Executive Branch. Mr. Johnson said that this is policy is to replace the current ethics and conflict of interest policy.

Discussion:

None.

*Commissioner Wagner made a motion for the Board to adopt the new Code of Professional Conduct and it replace the prior version currently in place and for staff to include it in any manuals or communications. Commissioner Susuras seconded. Voice Vote. All Ayes.*

### **C. Audit Engagement Letter of EKS&H**

Mr. Minnick briefed the Board on the engagement letter of EKS&H. Mr. Minnick said that staff is proposing to use EKS&H for the second year. Mr. Minnick said that they have reduced their fees from \$35,000 to \$27,500 so anticipating this year at about \$30,000.

Discussion:

Mr. Langley said that this is a reduction in scope.

Mr. Minnick said that he requested that they do the audit as soon as possible for the cheapest rate and they gave the date of January 19<sup>th</sup> 2015 to start the audit.

Commissioner Wagner said that if there is a regularity the Board expects Mr. Minnick to go directly to the Board.

Mr. Minnick said that if everything goes accordingly they should have a report by March.

*Commissioner Langley made a motion they the Board accept the audit fee proposed by EKS&H for \$27,500.00 plus expenses for the 2014 audit. Commissioner Nelson seconded. Voice Vote. All Ayes.*

#### **D. State Grant for 2015/2016 Internship**

Ms. Jordan briefed the Board of the 2015/2016 Internship State Grant. Ms. Jordan said that they are requesting the Board for permission to put in a grant application for a twelve month internship. Ms. Jordan said that if the Board approved the application and they received the funds, the intern would be selected and start towards the beginning of 2015 and span for twelve months. Ms. Jordan said that they have participated in this program in the past and have had a lot of success with it, it is a 50/50 match on wages but not on benefits, so the airports portion of the internship would be slightly higher than the states. Ms. Jordan said that if they submit their application by the end of the year they should be okay to receive funding.

Discussion:

Commissioner Susuras asked what they basic requirements are to qualify as an intern.

Ms. Jordan said that in the past the airport has done the hiring they don't have to get concurrence from the state but they do have to submit an internship program and a syllabus of what they will be exposed to in every department and so forth. Ms. Jordan said that they have to be a Jr., Sr. or graduate in college and they have to be studying some aspect of aviation.

Chairman Wood asked what happens if the state cannot provide matching funding.

Mr. Johnson said that when he talked to Scott Storie he said that the money has been allocated this fiscal year.

*Commissioner Wagner motioned to approve the Operations and Administration Internship grant application and for it to be completed and submitted by staff. Commissioner Susuras seconded. Voice Vote. All Ayes.*

#### **E. Asset Disposal Request**

Mr. Johnson briefed the Board on the asset disposal request. Mr. Johnson said that they are replacing all of their computers so staff would like to get rid of them, which sequent will take them and dispose of them at no cost except for the hard drives which the airport will keep. Mr. Johnson said that they received all of the new fire gear and staff is proposing to get rid of all of



old helmets that are expired and give them to the staff members that they belong to on the ARFF crew. Last on the list is an old filing cabinet that is in poor condition.

Discussion:

None.

*Commissioner Susuras made a motion for the Board to approve the disposal of proposed assets and the proposed methods of disposal. Commissioner Wagner seconded. Voice Vote. All Ayes.*

#### **F. Letter of Permission to Mesa County – 30 Road Access Road**

Mr. Johnson briefed the Board about the access issue that was created when they created a road against their east perimeter fence to allow access to the BLM land. Mr. Johnson said that the road is very close to the motor speedway road and the airport's road wasn't permitted. Numerous meetings have occurred and the county has proposed a method to fix the problem and their proposal is to take over the entrance to the motor speedway and make it a county road and then they would raise the airports road and preserve the access to the BLM so it would make it one road instead of two.

Discussion:

None.

*Commissioner Nelson moved to allow the acting manager to sign the letter of permission to Mesa County to allow the changes to the airport's east perimeter road. Commissioner Susuras seconded. Voice Vote. All Ayes.*

#### **G. 2015 Board Meeting Dates**

Mr. Johnson said that they would like to get the proposed 2015 Board meeting dates approved so staff can start working reserving the room at the college for those meetings. Mr. Johnson noted that the room they are in now is not available all through next year so the room they would let them use would be a section of the ballroom.

Discussion:

Chairman Wood said that workshops once a quarter would be appropriate instead of every month but they could pencil them in as needed.

*Commissioner Susuras made a motion to adopt the 2015 Board meeting calendar which has meeting set for the third Tuesday of each month. Commissioner Murray seconded. Voice Vote. All Ayes.*

#### **H. Resolution No. 2014-015: A Resolution Concerning Execution of Documents Pertaining to Bank Accounts**

Mr. Minnick said that this resolution will add Ms. Jordan on as a signer and take Mr. Peck off as a signer.

Mr. Johnson said that this was a recommendation for the audit and finance committee.

*Commissioner Langley made a motion to accept Resolution No. 2014-015 taking Mr. Peck off as a signer and adding Ms. Jordan as a signer. Commissioner Susuras seconded. Roll call vote. Commissioner Murray, Aye; Commissioner Langley, Aye; Commissioner Nelson, Aye; Chairman Wood, Aye; Commissioner Wagner, Aye; Commissioner Susuras, Aye. Motion passes.*

**IX. Any other business which may come before the Board**

**None.**

**X. Adjournment**

*Commissioner Murray moved to adjourn. Commissioner Nelson seconded. Voice Vote. All Ayes.*

The Board meeting adjourned 8:22pm

---

Steve Wood, Board Chairman

***ATTEST:***

---

Victoria Villa, Clerk to the Board