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**Grand Junction Regional Airport Authority Board**  
**Board Meeting and Workshop**  
Meeting Minutes  
March 17, 2015

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**EXECUTIVE SESSION AGENDA**

**Time: 4:00PM-4:00PM**

**I. Call to Order**

Mr. Rick Wagner, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 4:00 PM on March 17, 2015 in Grand Junction, Colorado and in the County of Mesa.

**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 to discuss Security Sensitive Information as authorized by CRS §24-6-402(4)(c).*

**III. Adjourn Executive Session**

**REGULAR BOARD MEETING**

**Time: 5:15PM**

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**I. Call to Order**

Mr. Rick Wagner, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:18 PM on March 17, 2015 in Grand Junction, Colorado and in the County of Mesa.

**Present:**

*Commissioners Present:*

Rick Wagner, Chairman  
Steve Wood, Vice Chairman  
Paul Nelson,  
Rick Langley  
Troy Ball  
Sam Susuras

*Other:*

Bill Marvel, GJAUTA  
Shannon Kinslow, TOIL  
Bill Pitts, Citizen  
David Shepard, GJAUTA  
Cathy Ball, Citizen  
Bradley Sullivan, CFC  
Bob Linehart, Republic Parking System  
Erling Brabaek, Western Slope Auto  
Justin Pietz, Armstrong  
Ed Behen, CAP  
Norm Scawthorn, Anchor 59

*Airport Staff:*

Ben Johnson, Interim Airport Manager  
Victoria Villa, Clerk  
Amy Jordan

Ben Peck  
Ty Minnick  
Austin Fay  
Chance Ballegeer  
Ted Balbier  
Jimmy Ruiz  
JJ Jensen

Jerry McDonough, CAF  
Dennis Corsi, Armstrong  
Daniel Ashton, CMU  
Kathleen Sickles, Citizen  
Wayne Clark, Citizen  
Drew Armstrong, Audit & Finance Committee

## **II. Approval of Agenda**

Mr. Johnson said that he would like to add the Armstrong Task Order to the agenda as an action item.

Chairman Wagner said that they also need to add an item to reappoint Ben Johnson as the Interim Airport Manager.

Commissioner Wood said that representative's form EKS&H are still in route and they are item B under presentations so they will have their presentation when they arrive.

## **III. Conflict Disclosures**

Chairman Wagner - None  
Commissioner Wood – Hangar Owner  
Commissioner Nelson - None  
Commissioner Langley – None  
Commissioner Ball - None

## **IV. Commissioner Comments**

Commissioner Langley introduced the newest member of the Audit and Finance Committee, Ms. Susan Lay. Ms. Lay is a certified public accountant and is an associate professor at CMU. Ms. Lay teaches principals of financial accounting, managerial accounting, ethics for accounting professionals and auditing courses as well.

## **V. Citizen Comments.**

### **A. Western Slope Auto (Presented by: Erling Brabaek)**

Mr. Erling Brabaek said that he represents the interest of Mike Ferris with Western Slope Auto and he would like to bring some focus on his experience with airports operating small and large aircraft, and with the proposed elimination of the Aircraft Operations Area (AOA). Mr. Brabaek said that he is new to the area but Western Slope Auto has had a hangar here for many years. Mr. Brabaek said that he would like to shed light on the last 20 years up until October of last year when he ran a flight department ten miles west of El Paso Texas where they had a fenced airport, much like the Grand Junction Regional Airport, and there were issues that they dealt with and he would like to let the Board know of those issues so when they make the decision of whether or not to restructure the AOA, they have all the knowledge of what he experienced over twenty

years. Mr. Brabaek discussed those issues including GJRA becoming unattractive to those with aircraft over 12500lbs, people transporting things they are not supposed to in and out of the area, theft, etc. Mr. Brabaek said that the problem just got worse and worse and he does not want to see this happen here. Mr. Brabaek expressed more of his concerns to the Board and requested for the Board to reconsider releasing the general aviation side (C1A) from the AOA.

Discussion:

Chairman Wagner said that their intention in this is not to go backward in security but one of the issues is that the security fence construction was less aimed at protecting from outside as it was to protect the airport from the general aviation community. Chairman Wagner said that he is not sure that a lot of what was done really serves the purpose that Mr. Brabaek would like to see.

Commissioner Wood said that the committee will try to take into consideration all of the concerns Mr. Brabaek expressed and will try to find the best balanced approach.

### **B. Grand Junction Users and Tenants Association**

Mr. Dave Shepard welcomed Mr. Brabaek to the airport. Mr. Shepard said that incidents of vandalism to airplanes in the last 10 years are zero, incidents of theft of airplanes are zero, incidents of break-ins at hangars are zero, incidents of graffiti are zero and one of the reasons is because they are a small and cohesive community and they look out for each other. Mr. Shepard said that in the last couple of years they have met with representatives of the Grand Junction Police Department and they currently have a neighborhood watch program at the airport, in addition to the airports own security. Mr. Shepard said that the Security Solutions Committee will make their report but hypothetically if the gates are removed the private gates would be closed again so the idea that there will be unrestricted automobile traffic into that area is highly unlikely. Mr. Shepard expressed his gratitude and support for the Security Solutions Committee.

Discussion:

None.

## **VI. Presentations**

### **A. Republic Parking Systems Presentations**

Mr. Bob Linehart, shared some history about Republic Parking here at The Grand Junction Regional Airport (GJRA). Republic Parking starting serving the airport in 1993, after their eight year contract was up they responded to another RFP and was awarded a five year contract. In 2006 Republic Parking made another investment when all the renovation was happening to the parking lot and then they extended their contract for another five years and in 2011 they extended their contract again based on performance. Mr. Linehart briefed the Board on the financials for Republic Parking at Grand Junction Regional Airport. Mr. Linehart recommended a replacement of the revenue control system because it was installed in 2006 and the typical life for these systems is seven to ten years. Mr. Linehart said that they are recommending four ticket dispensers, an automated credit card exit station, two cashier stations at exit, seven gates (four entry's and three exits), loops as needed in all of the lanes, intercoms at all of the exits and all of the entry's, license plate inventory tablets and the software, and the server and software. Mr. Linehart said that what they are recommending is a system called Pay-to-Park. Approximate cost of this system is \$200,000.00. Republic parking is proposing to spend that money and make that

investment but they will need to extend their existing contract. Mr. Linehart said that they would carry the cost of that at 3% cost of capital and then just deduct \$23,175.00 out of revenue annually. The Board got a copy of a presentation packet containing pictures of the system.

Discussion:

Commissioner Langley asked how much it would cost to just outright buy the system.

Mr. Linehart said that the \$200,000 is their cost, if the airport were to put it out to bid the cost would probably be in the range of \$240,000 - \$250,000. Republic Parking would use their purchasing power

Commissioner Wood asked if that price is inclusive of installation.

Mr. Linehart said yes.

#### **A. 2014 Audited Financial Statements**

Mr. Dave Steiner, the partner on the engagement and is substituting in for Lisa Meacham, briefed the Board on the results of their audit on the Airport's financial statements for the yearend of December 31<sup>st</sup>. Mr. Steiner said that they have yet to get a management representation letter but they will be getting it in the next day or two and at which time they can issue their audit. Mr. Steiner said that they will be issuing an unqualified opinion which is the highest level of assurance that they can do. Highlights of the audit include, the Airport's total passenger enplanements was fairly consistent, was up about .7% this year from 2013 and the number one carrier is still United Airlines. The Airport's capital assets this year decreased by 2million dollars but that was a result of 2million dollars of additions but 4million dollars of depreciation that offset that. Operating cost increased slightly by about \$240,000 and was being driven by fuel cost. Mr. Steiner complimented the Airport's accounting staff. Scott Wilcox, manager on the job, went more into details of the audit and briefly told the Board what their procedures were to complete the audit. Those details available at [www.gjairport.com](http://www.gjairport.com) or upon request.

Discussion:

Commissioner Nelson thanked EKS&H for all of their work.

### **VII. Consent Agenda**

#### **A. Feb 20, 2015 – Special Board Meeting Minutes**

Discussion:

Changes:

- Change "Chairman Wood" to "Commissioner Wood" on Pg. 2
- Change "accepted" to "excepted" on Pg. 6
- Pg. 7, second paragraph, fifth line down change "council" to "counsel"

*Commissioner Nelson made a motion to approve the minutes as amended by Commissioner Wood. Commissioner Ball seconded. Voice Vote. All Ayes.*

## **VIII. Discussion Items**

### **A. Financial Update**

Finance Manager, Ty Minnick, briefed the Board on the current financial status of the Airport. This presentation is unaudited and subject to change. Mr. Minnick said that there have been minor fluctuations with the balance sheet. Operating revenue is down slightly compared to budget due to lower fuel flow fee and a decrease in landing fees. Non-operating revenue is down due to lower than expected PFC revenue. Operating expenses are lower than budget due to the full time manager and security officer positions being vacant as well as fuel costs being lower than budgeted. Mr. Minnick said that enplanements are lower than prior year from 16,000 to 14,000, however January and February from 2014 were record setting months.

Discussion:

Chairman Wagner asked if there was any other factors contributing to the low enplanements.

Mr. Johnson said that in January and February they temporarily suspended the daily Houston flight so that was a big factor in the decreasing enplanements, but it did start back up in the beginning of March.

Chairman Wagner asked if there was a reason for the suspension.

Mr. Johnson said that they were told it was because of an equipment shortage.

### **B. Manager Search Committee Update**

Commissioner Ball briefed the Board. Mr. Ball said that the selection committee met last Wednesday and briefly went over the job description details but they do not have a final draft yet. Commissioner Ball said that Commissioner Murray presented a rating system for evaluating selected candidates. Brandley Sullivan, member of the committee, nor Commissioner Ball had seen the rating system previously so they decided to take some time to go over it and meet again on March 23rd at 9:00am.

Discussion:

None.

### **C. Review Draft By-Laws**

Airport counsel, Ben Wegener, briefed the Board. Mr. Wegener said that they now have a pretty good working copy but one question was whether or not the Board would like to continue using the airport email address.

All Commissioners said that they are fine with using the airport email address.

Mr. Wegener said that the only concern was to be able to capture both ends of that communication with the airport address so they can respond to open records request. Mr. Wegener said that he took out the word “exclusively” from the draft by-laws, which will allow the Board to forward emails back and forth between airport and personal email accounts. Mr. Wegener said that the next step is to do the resolution which they will need two consecutive Board meetings of approval of the by-laws, by the entire Board, so they can prepare the resolution.

Mr. Johnson said that the resolution outlining the changes needs to be published in the paper and since there were so many changes it might make sense to just publish the whole document.

#### **D. Draft New Standard Form Lease**

Mr. Ben Johnson briefed the Board. Correction: in the AIS under last action, the year in paragraphs 3 and 4 should read 2014 not 2015. Mr. Johnson said that the lease committee is ready to present the new draft Standard Form Aeronautical Use Ground Lease to the Board and to the public for public comment. Mr. Johnson said that this represents the final piece of the work that the lease committee is doing. Revisions were done by the input of the committee as well as some tenants and Mr. Wegener. Mr. Johnson said that the lease will be published on the airport’s website starting tomorrow for a 30day public comment period, after which the committee will review the comments and will likely bring those comments to the Board for review. Most of the changes were just cleaning up the language and also the changing of the language to line up the policy and the lease together. The committee does anticipate a final product to be brought to the Board in May.

Discussion:

Chairman Wagner thanked the committee for all of their work

#### **E. Draft Grant Management and Oversight Policy**

Mr. Johnson briefed the Board. Mr. Johnson said that one of the items in the non-prosecution agreement was to develop a compliance plan and part of that plan was for the airport to develop effective oversight concerning obtaining and expending federal and state funds so that is where this policy is coming from. Mr. Johnson said that they are presenting this to the Board for comments and would like to have those comments by the first week of April and bring this back to the next Board meeting.

Discussion:

Commissioner Wood asked if this policy and the amendment of the by-laws is the entirety of the outstanding actions under the non-prosecution agreement.

Mr. Johnson said yes.

Commissioner Wood commented that he has read it and thinks it’s a great draft.

## **F. Draft Employee Handbook**

Board was given an updated draft of the employee handbook. Mr. Jordan walked through some of the changes that were made. Ms. Jordan said that the first change was on page 15, to the Sick Leave Policy, which suggests to cap sick leave at 520 hours. The next change was on page 18, to the Health and Wellness Benefit, which the benefit was reduced to only cover reimbursements for gym memberships and eliminated the eligibility of enrollment fees. The next change was to page 20 the Family Medical Leave Act (FMLA), Ms. Jordan said that they replaced the medical leave policy with the FMLA policy. FMLA is applicable to the airport as it is a political subdivision of the state, however, employees are not eligible for the leave because there is less than 50 employees per worksite criteria. Ms. Jordan said that they can leave the FMLA policy in the handbook or it can be taken out and put the medical leave policy back in. The next change was on page 34, the Bring Your Own Device Policy has been deleted, Mr. Peck looked into the MDM software that would manage this policy and it's turning out to be a lot more expensive than what was anticipated. The Next Change was on page 41, Ms. Danielle Urban provided additional clarification for the body of law that the illegal activity applies to. Page 50 under Performance Evaluations now includes additional clarification. Changes were made to page 15, under the Emergency Donation of PTO Policy. Ms. Jordan said that she and Ms. Urban discussed the policy in more detail and due to additional rules and requirements they would have to follow to implement this policy, it would be best if it was removed. Ms. Jordan discussed commissioner comments that she received over the last few weeks on the draft employee handbook.

Discussion:

Ms. Jordan said that one of the comments she got for the Health and Wellness benefit was to include smoking cessations as an eligible item.

Commissioner Langley commented that he was not in support of that.

Commissioner Susuras said that he supports the Health and Wellness benefit as it is outlined on page 18.

Chairman Wagner said that maybe they should consider adding some provisional language with a definition of what would qualify for the Board to review.

Chairman Wagner asked what the response has been on the idea of increasing the amount of PTO and eliminating sick leave

Ms. Jordan said that it has not been discussed much amongst staff but it's something they could look at and draft if it's something the Board is interested in seeing.

Chairman Wagner said that one thing he would like to see is the financial impact of accrual of sick leave.

Ms. Jordan said that if everyone were to go out today with 520 hours in their bank it would be approximately \$320,000. Ms. Jordan said that they currently don't offer a short term disability program, so right now the sick leave policy is a self-insured short term disability but she has received pricing on a short term disability policy from UNUM for \$402.00 a month. Ms. Jordan

said that what that gets employees is coverage up to 60% of their weekly earnings up to a maximum weekly benefit of \$1000.00 and the duration of benefits is 11 weeks and the long term disability was an additional \$600 with the same benefits but the duration for benefits is 2 years.

Ms. Jordan said that she will work with Mr. Minnick and they would draft up a couple different alternatives and bring it back to the Board.

**The Board took a brief break and reconvened at 7:32PM.**

## **IX. Action Items**

### **A. Armstrong Engineering Task Order Update**

Mr. Johnson briefed the Board. Mr. Johnson said that this task order covers the preliminary design, the final design and the construction administration for four of the five elements of the AIP Grant this year. Mr. Johnson said that Mr. Austin Fay is working on getting all of the necessary pieces for the AIP grant application and they anticipate bringing that to the Board next month and they will also have to take it to the City and the County for their information. Mr. Johnson said that they plan to submit it sometime in early May. Mr. Johnson said that two of the projects this year are pavement maintenance projects on the main runway and its connectors, and the two other projects on this task order are to correct the deficiencies that were noted in their FAA inspection two years ago and last year. Mr. Johnson said that all of the projects for this task order and the scope of work was approved by the FAA but they are still waiting for their approval on the fees but anticipate that soon. This task order is for approximately \$450,000 and it is reimbursable under the grant. Overall this year the grants are expected to cost roughly 2.3million dollars, 90% of that is funded by the AIP, 5% by the State and 5% local cash match by the Airport which would be about \$130,000.

Discussion.

Chairman Wagner asked if there are anticipated interruptions to air services.

Mr. Dave Hartman said that they are planning on doing work at night to minimize disruption.

Commissioner Langley asked what the timing was for completing this work.

Mr. Johnson said that it is broken out into different schedules but it is phased to be completed by the air show in October.

*Commissioner Wood motioned to authorize the Interim Airport Manager to execute the task order for projects one, two and three; seal coat and remark of runway 11/29 and Taxiway Alpha, rehabilitation of the connectors and the modification of runway lighting and relocation of the segmented circle. Commissioner Susuras Seconded. Voice Vote. All Ayes.*

### **B. Airport Manager Reappointment**



Chairman Wagner briefed the Board. Chairman Wagner said that a time frame was suggested six months ago to during the appointment of Mr. Johnson as Interim Airport Manager, and that time frame has now expired. Chairman Wagner suggested to reappoint Mr. Johnson until such time that a permanent candidate is selected.

Discussion:

Commissioner Ball asked Mr. Johnson if he was okay with that.

Mr. Johnson said that that will be fine.

*Commissioner Wood moved for the Board to reappoint Mr. Johnson as Interim Airport Manager until such time he is succeeded by a permanent appointee. Commissioner Nelson seconded. Voice Vote. All Ayes.*

### **C. Security Solutions Committee Update & Recommendation**

Commissioner Wood briefed the Board. Commissioner Wood said that the committee put out an RFP for a surveillance system for the airport and the committee has reviewed the one response that was received, which was from Dynetics out of Huntsville Alabama. Commissioner Wood stated that they view this as an enhancement to security and not a retrograde movement because of the type of system it is. Commissioner Wood said that the committee recommends that the airport be authorized to enter into a contract with Dynetics.

Discussion.

None.

*Commissioner Ball moved to authorize staff to pursue negotiations with the selected vendor, Dynetics, and try to establish a contractual agreement, contingent upon TSA approval and submit for Board approval within the 90 days, as suggested by the Security Solutions Committee. Commissioner Susuras seconded. Voice Vote. All Ayes*

### **D. Security Services Agreement**

Mr. Johnson briefed the Board. Mr. Johnson said that last month the Board approved the selection for G4S Secure Solutions to provide security guard services to the airport. Mr. Johnson said that each year the airport collects \$200,000 dollars from the airlines to provide this service. Mr. Johnson said that the service will cover a single armed security guard at all times when the passenger screening check point is open with the main task of providing a security presence to the check point but also doing other functions with the check point is slow such as patrolling inspections, vehicle ticketing, etc. This contract is for two years with a one year option to extend. All parties have reviewed the contract, however, G4S had a few comments on the limits of liability and insurance and some other comments. Staff would like the Board's feedback on those comments.

Discussion:

Commissioner Ball asked if they could make the contract to where if the contract defaulted they would be liable for the difference between their contract and the new contractor plus cost of searching and contracting the new provider.

Mr. Wegener said that the explanation that was given to him was that if they have an idea of what their potential liability is in the future they can do better planning because right now it's just open-ended so they would like a cap on it.

Commissioner Ball asked if it was reasonable to say that it wouldn't be more than \$2000

Mr. Wegener said that he thinks \$5000 would be reasonable.

Commissioner Wood asked if they were to insert a "not to exceed" that would probably satisfy their request.

Mr. Wegener said that he would think so. So it would be the difference in the contractor price and not to exceed \$5000.

Mr. Wegener said that G4S added 15.3 which is basically what they would like to do is cap their indemnity obligations to the airport. Mr. Wegener said that he said no to that and they came back and said that they are willing to cap their indemnity to 2million dollars.

The Board said that they were okay with capping it at 2million dollars.

Mr. Wegener said that he will make the changes and email it back out to the Board.

*Commissioner Nelson moved that the Board authorize the Chairman of the Board to execute the agreement with G4S with the changes outlined in tonight's meeting. Commissioner Ball Seconded. Voice Vote. All Ayes.*

### **E. Alpine Bank Tri-Party Agreement**

Ms. Jordan briefed the Board and said that at the February Board meeting, the Board approved a consent to assignment for P&L Property's ground leases that they hold with the airport to Junction Aerotech and this is a part of that. P&L Property is working with Alpine Bank to finance the loan to sell P&L Properties to Junction Aerotech and Alpine Bank has requested that the Airport be a signatory on this tri-party agreement. Ms. Jordan requested for the item to be tabled until the April meeting. Ms. Jordan said that they received information that Mr. Wegener requested from Alpine Bank this afternoon, The Deed of Trust and their redline version, and they would like to review that before action is taken on it.

*Item E Tabled.*

### **F. FedEx Letter Request**

Mr. Johnson briefed the Board. Mr. Johnson said that late February he and Operations Supervisor, Ted Balbier met with some representatives from FedEx Express who do the cargo operation on the airport at their request to discuss some issues that they are having. Mr. Johnson said that one of those issues is a project that they have been putting off because of the uncertainty of the future of their location on the airport. Mr. Johnson said that FedEx was told by the previous administration that once the admin building was completed that they were going to be relocated to the airport's current ARFF building and their parking would be moved elsewhere as well, so they have been holding off on some of their capital projects that they want to do to improve their leasehold. Mr. Johnson said that the specific project they are talking about is the installation of what they call a tether pit, which is an in ground built in tie-down for the nose wheel of their aircraft and right now they use a really heavy trailer which they call a pet-rock and it's on solid tires but it's not meant to be moved around a lot. Every time they turn it it's ruining the tires and it cost a lot to maintain them and because of its weight it is destroying the concrete that it's rolling on. Mr. Johnson said that they would like to install the tether pit but they are uncertain of their future here so that's what the request was for and they feel like a five year period to capitalize the cost of the project would be sufficient and they want some sort of assurance from the airport that it is okay to move forward with the project. Mr. Johnson said that it's in the airport best interest to allow the project since their device is destroying the ramp and they are a great tenant. Mr. Johnson said that he would like feedback on the letter that he drafted.

#### Discussion

Chairman Wagner said that he found it interesting that FedEx was told that they would move to the current ARFF Bay which the airport owns so somehow a private company would be moved to a publicly owned building at an undetermined rate of reimbursement.

Mr. Johnson said that the current ARFF bay was also grant funded.

Chairman Wagner said that that means it can't be used for anything other than airport operations.

Commissioner Wood said that this was roughly a \$50,000 project and what is outlined in the draft letter is if they had to abandon that capital improvement in less than five years the airport will negotiate in good faith.

Chairman Wagner said that he would like to know more about how and why FedEx was told what they were told.

Mr. Johnson said that he would ask them.

*Commissioner Wood moved to authorize the Interim Airport Manager to execute and deliver to FedEx, the letter that is presented, pertaining to the capital investment by FedEx of the tether pit installation. Commissioner Langley Seconded. Voice Vote. All Ayes.*

#### **G. ProDigiQ Invoice**

Mr. Johnson briefed the Board. Mr. Johnson said that in May of 2012 the airport signed an eight year agreement with ProDigiQ to provide flight information display services (FIDS) which

provides real time flight information to passengers as well as to the airport website. The pay request is there annual invoice for the service for 2015. The invoice is for \$10,800.27

Discussion:  
None.

*Commissioner Wood moved that the Board authorize the payment to ProDigiQ for the year 2015 as presented. Commissioner Langley seconded. Voice Vote. All Ayes.*

## **H. FAA Memorandum of Agreement**

Ms. Jordan briefed the Board. Ms. Jordan said that at the November 4<sup>th</sup> 2014 meeting this was discussed at length. Ms. Jordan said that this is a new draft of that agreement. In 1994 the Airport entered into a master ground lease with the FAA for the ground that the facilities of navigational-aids sit on, it's a no cost ground lease so the FAA does not pay anything but in return they provide the airport with valuable services for aircraft that are coming and going. The FAA has requested for the airport to convert the master ground lease to a memorandum of agreement so it makes it easier for them as they change and update facilities and navigational-aids. The Board approved this and airport counsel reviewed it back in September of 2014, the indemnification clause was a new clause that they had written in and it was sent back to the FAA. Since then there have been some staff changes and they sent it back and said that the indemnification clause is not going to work and provided language for the indemnification. Ms. Jordan said that they also requested a few grammatical changes throughout the MOA and one sentence insertion in section 6, The Hazardous Substance Contamination.

Discussion:  
None.

*Commissioner Wood made a motion that the Board terminate the Master Ground Lease DTF11-93-L-15461 and approve Memorandum of Agreement DTF11-14-L-00079 with the FAA and authorize the Chairman to execute the agreement. Commissioner Ball seconded. Voice Vote. All Ayes.*

## **I. Conveyance Device Maintenance & Repair Service Selection**

Mr. Ben Peck briefed the Board. Mr. Peck said that it's been long overdue since this maintenance service contract has really been looked into, the last executed contract that he could find that the airport has was executed in February of 1995. Mr. Peck said that with conveyance device contracts typically have that they auto renew every five years unless they are notified in writing 90 days prior. This time Mr. Peck said that he notified them and the airport went out for a competitive bid. The RFP was published February 2, 2015, a site visit was offered on February 9, 2015 and sealed proposals were due to the airport on March 3, 2015. Two proposals were received, one from Thyssen Elevator and the other from Otis Elevator Company. The selection committee was made up of Austin Fay, Manuel Meastas and Ben Peck. The Committee reviewed the proposals and unanimously agreed that Otis Elevator Company submitted the most comprehensive, favorable and lowest priced proposal. Otis is the current provider to the airport

and the airport is currently paying them \$3,922.22 per month and the current proposal for the same services is \$2,200.00 which is a savings to the airport of \$1,722.22 per month. Mr. Peck said that the selection committee is recommending that the Board approve the selection of Otis Elevator Company to provide the elevator and escalator maintenance and repair services and authorize staff to work with legal counsel to negotiate a contract with Otis Elevator Company so that they final draft can be presented to the Board at the next regular Board meeting in April.

Discussion:  
None.

*Commissioner Ball made a motion that the Board approve the selection of Otis Elevator Company to provide elevator and escalator maintenance and repair services for the Grand Junction Regional Airport and to authorize staff to work with legal counsel to negotiate a contract with Otis Elevator Company and to present the Board with a final draft at the April Board meeting. Commissioner Susuras Seconded. Voice Vote. All Ayes.*

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

None.

**X. Adjournment**

*Commissioner Wood moved to adjourn. Commissioner Ball seconded. Voice Vote. All Ayes.*

The Board meeting adjourned at 8:47PM.

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Rick Wagner, Board Chairman

***ATTEST:***

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Victoria Villa, Clerk to the Board