



Grand Junction Regional Airport Authority Board

Meeting Minutes

December 6, 2011

Opening:

Mr. Tom LaCroix, Board Chairman, called the regular meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on December 6, 2011 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners:

Tom LaCroix, Chairman
Doug Simons, Vice Chairman
Denny Granum
Morgan Hamon
Dave Hibberd
Tom Kenyon

Other:

Shannon Kinslow, TOIL
Bill Marvel, CAF
Bob Erbisch, Aero Fuel
Wayne Clark, CAF
Collin and Marissa Fay, Colorado Flight Center
Steve Bottom, TriStar Aviation
Bill Pitts, Citizen
Bob Caskey, Citizen
Jerry McDonough, CAF
Mike Garcia, Armstrong Consultants
Justin Pietz, Armstrong Consultants

Airport Staff:

Rex Tippetts, Director of Aviation
Ed Storer, Deputy Clerk
Amy Jordan, Clerk
Gary Schroen
Kathie Lucas

I. Approval of Agenda

Commissioner Granum moved to approve the agenda. Commissioner Stevens seconded. Voice vote: All Ayes. The agenda was approved as distributed.

I. Commissioner Comments

Chairman LaCroix asked the other commissioners if they had any comments this evening.

Commissioner Hamon said that there were no emails/phone calls on the ATIS email and phone line.

Commissioner Stevens had no comments.

Commissioner Simons had no comments.

Commissioner LaCroix had stated that he had received comments from citizens on the nice holiday decorations and wanted to tell staff what a nice job they did.

Commissioner Granum had no comments.

Commissioner Hibberd and Commissioner Kenyon were absent.

II. Citizens Comments

1. Bob Caskey, Commemorative Air Force

My Caskey wanted to make a comment on process. Mr. Caskey said he has worked for a public agency for over thirty years. Mr. Caskey said the he attended his first meeting of the Airport Authority March of 2011. He does not think the Board is interested in public comments. He thinks the Board should take public comment after every agenda item. Mr. Caskey said he requested minutes from the front desk of the Airport Authority and said that to this day he had not received them. Mr. Caskey said that he wanted to know exactly where the \$125 per badge was going.

Chairman LaCroix said that all the minutes are published on the Airport's website at: www.gjairport.com.

Commissioner Kenyon arrived to the meeting at 5:22 pm. Chairman LaCroix asked him if he had any comments and he said no.

III. Consent Agenda

A. Minutes: November 2011 Regular Board Meeting

B. Financials: October 2011

Discussion: NONE.

Vice Chair Simons moved to approve the consent agenda. Commissioner Granum seconded. Voice vote: All Ayes. The consent agenda was approved as distributed.

IV. Action Items

A. 2012 Board Meeting Calendar

Director Tippetts said that the Grand Junction Regional Airport Bylaws, Section 5, states, "Meetings shall be held at least once each calendar month, unless cancelled or delayed as provided herein."

It was determined by the Board of Commissioners that the 1st Tuesday of each month be programmed as Workshops, and the 3rd Tuesday of each month be programmed as Meetings.

Following this order, Airport Staff has outlined the workshop and meeting dates for 2012, with appropriate modifications to accommodate staff absences.

Director Tippetts said that no action is required. This is just a document for planning purposes.

B. Resolution 2011-009: 2012 Budget Adoption

Director Tippetts said that staff has prepared the recommended 2012 budget. The 2012 budget was presented to the board on September 26, 2011 and reviewed in detail at a board workshop on October 18, 2011. Tippetts said that the major changes since the detail budget review include:

1. Change CPI-U impacted revenues from 3.6% to 3.5%.
2. Tower repairs and/or renovation.

3. Updates to 2011 capital project revenues and expenditures carry over into 2012.

Director Tippetts said that by law the budget has to be approved by the Board by December 15, 2011 and submitted to the State of Colorado.

Vice Chair Simons moved to approve the Resolution 2011-009: 2012 Budget Adoption. Commissioner Stevens seconded. Roll call vote: All Ayes. The Resolution 2011-009: 2012 Budget Adoption was approved as distributed.

C. Resolution 2011-010: 2012 Fees and Charges

Director Tippetts said that staff has prepared the recommended 2012 Fees and Charges. Tippetts said that not many changes had been made to the Fees and Charges and the major changes include:

1. Terminal rent adjustments to reflect operating costs and CPI-U changes.
2. ARFF standby services for "Rapid Refueling" Operations (hot fuel)
3. Fees dependent on CPI-U changes. Annual CPI-U change is 3.5%.
4. Annual rate for Law Enforcement Officer (LEO) charged to air carriers.
5. Change rental car operator fuel sales to variable markup due to fluctuating spreads between cost and market rates.

Commissioner Hamon moved to approve the Resolution 2011-010: 2012 Fees and Charges. Commissioner Stevens seconded. Roll call vote: All Ayes. The Resolution 2011-010: 2012 Fees and Charges were approved as distributed.

D. Proposed Bylaw Amendment

Director Tippetts explained that the Board needed to take the second step to amend the Authority's Bylaws. To refresh the Board, Tippetts said the proposed amendments and procedure for adoption are as follows:

Proposed Amendments

In Article III, Section 7, we update the statutory reference for executive sessions.

In Article V, Section 1, we provide that the Airport Manager may also be referred to as the Airport Director, or Director of Aviation.

In Article VI, Section 2, we increase the threshold for required competitive bidding of contracts from \$25,000 to \$50,000, in accordance with a change in C.R.S. §41-5-105(h).

Procedure for Adoption

COMPLETE (November 15, 2011) Meeting No. 1: At the first Board meeting, adopt a resolution proposing the Amended and Restated Bylaws. This motion must pass by a majority of Directors in attendance.

IN PROGRESS (December 6, 2011) Meeting No. 2: At the second Board meeting, pass on first reading the Resolution to adopt the Bylaws. This must be passed by the affirmative vote of a majority of all Directors. The resolution setting forth the amendments must be published not less than three (3), nor more than seven (7) days prior to the meeting.

IN PROGRESS (January 17, 2012) Meeting No. 3: At the third Board meeting, pass on second reading the Resolution approving the Amended Bylaws by an affirmative vote of a majority of all Directors. This meeting must be held not less than 27, nor more than 45 days from the second Board meeting, and a Resolution setting forth the Amendments must be again published not less than three (3), nor more than seven (7) days prior to this third Board meeting.

DATES TO BE PUBLISHED:

Saturday, December 3, 2011

Saturday, January 14, 2012

Chairman LaCroix did the first reading of the bylaws:

“The Resolution indicates all proposed amendments to the Bylaws. These amendments are as follows:

1. Article I and Article III, Section 5 of the Bylaws shall be amended to provide that meetings of the Board of Directors need not be held at the Authority's offices, but may be held at other locations within the City of Grand Junction as specified in the meeting notice.

2. The first two sentences of Article V, Section 1 of the Bylaws shall be amended to read as follows:

The Board of Directors of the Authority shall select and appoint an Airport Manager, who may also be referred to as the Airport Director or Director of Aviation. The Airport Manager shall serve at the pleasure of the Board as Chief Operating Officer, and shall be responsible for carrying out the policies established by the Board, reporting to its Chairman.

3. Article VI, Section 2 of the Bylaws shall be amended by substituting “Fifty Thousand Dollars (\$50,000) or such lesser amount required by applicable law,” for \$25,000, with reference to the threshold for mandatory competitive bidding of contracts.

The foregoing amendments are set forth in the Amended and Restated Bylaws of the Grand Junction Regional Airport Authority, which are attached hereto.”

Commissioner Granum moved for adoption on first reading, of Resolution 2012-001, in the amended form presented, to which are attached the proposed Amended and Restated Bylaws of the Grand Junction Regional Airport Authority. Commissioner Kenyon seconded. Roll call vote: All Ayes. The first reading of Resolution 2012-001 was approved as distributed.

V. Discussion Items

A. AOPA Letter, Received December 1, 2011

Chairman LaCroix briefed the Board on a letter that he received from AOPA. Chairman LaCroix said that he has prepared a response to AOPA, which he wanted to get feedback from the Board. Commissioner Granum said that he thinks this response is appropriate. Granum said that he is a member of AOPA and has been for years, and feels that it is very disappointing to see this letter go out, without first contacting the Board, given 5 of the current 7 Board members are active general aviation pilots and AOPA members.

Vice Chairman Simons said that he thought this letter was disappointing also, because AOPA released this letter, but has unfortunately not offered any solutions.

Chairman LaCroix said thank you, and that he will be sending out the response soon.

B. Runway 5K

Staff member Amy Jordan presented to the Board preliminary plans for a Runway 5K Run/Event at the Airport to be held this summer. Tentatively the date has been scheduled for June 16, 2012. Mrs. Jordan presented a draft route for the race and said that many details still need to be worked on, but before moving forward, wanted to get the Board's approval. The Board collectively said that they liked the idea and to move forward with planning.

C. Managers Update

Director Rex Tippetts updated the Board on the progress of the design for the first phase of the terminal building project, which is the administration office building. Tippetts said he has had meetings with the selected architectural firms and that design is underway. Director Tippetts also said that the Airport's Fleet Manger has resigned and is moving onto a career with the USFS. Tippetts said that the Airport would be aggressively looking to fill that position in the upcoming weeks.

D. Construction Update

Construction Manager Storer said this would be his last update. Mr. Storer said he would be retiring Dec. 23. Storer updated the Board on the fence project. Storer stated that the project has gone beyond the contract date, which was October 11, 2011 and is now in liquidated damages. Storer said that in 2010, the Airport signed the contract, for \$3.5 million with Nationwide Construction. Storer said that final acceptance for the project was issued in Nov 2011. Storer said that our contract with Nationwide requires them to pay sub-contractors within 30 days of receipt of payment from the Airport. Storer said that Nationwide has not paid all the sub-contractors and was in violation of their contract with the Airport. Storer did say that the Airport's Attorney has been notified and given all the documents. To date, the Airport has received two intent to file liens on the project, from sub-contractors of Nationwide Construction. The Airport's Attorney has suggested an item of things at this point, which include, but are not limited to, the Airport hold

all retainage on the project and to file a claim against Nationwide's performance bonds. Mr. Storer said that this is the first time in his 37 years of project managing he has had these issues. Storer said that the Airport would work with the Airport's Attorney to make sure that all the proper procedures are followed.

VI. Adjournment

The Board adjourned at 6:35 P.M. The next meeting of the Airport Authority Board will be at 5:15 P.M. on January 17, 2012.

Tom LaCroix, Board Chairman

ATTEST:

Amy Jordan, Clerk to the Board