



Grand Junction Regional Airport Authority Board

Meeting Minutes

January 17, 2012

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 January 17, 2011 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners:

Tom LaCroix, Chairman
Doug Simons, Vice Chairman
Denny Granum
Morgan Hamon
John Stevens

Other:

Shannon Kinslow, TOIL
Bill Marvel, CAF
Bob Erbsch, Aero Fuel
Collin and Marissa Fay, Colorado Flight Center
Deborah Gaul, Aero Fuel

Airport Staff:

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

I. Approval of Agenda

Commissioner Stevens moved to approve the agenda. Commissioner Granum 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 was one email on ATIS email since last meeting. The email was from a gentleman that lost his security badge and needed to replace it. The airport security department returned his email.

Commissioner Stevens had no comments.

Vice Chair Simons said that he heard that Council member Bill Pitts has recently had some serious health problems and he said that we would like to send well wishes to Mr. Pitts and his family. Vice Chair Simons said that although there have been many disagreements between him and Council member Pitts, he wishes him good health and a speedy recovery.

Commissioner Granum had no comments.
Commissioner Hibberd and Commissioner Kenyon were absent.

II. Citizens Comments
NONE

III. Consent Agenda
A. Minutes: December 2011 Regular Board Meeting
B. Financials: November 2011
Discussion: NONE.

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

IV. Action Items
A. Resolution 2012-001: Proposed Bylaw Amendment

Director Tippetts explained that the Board needed to take the final 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.

COMPLETE (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 PUBLISHED:

Saturday, December 3, 2011

Saturday, January 14, 2012

Chairman LaCroix proceeded with the second 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 Gramum moved for adoption on the second 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. Vice Chair Simons seconded. Roll call vote: All Ayes. The second reading of Resolution 2012-001 was approved as distributed.

B. Resolution No. 2012-002: Resolution of the Board of Commissioners Regarding Authority to Execute Standardized Agreements for the Grand Junction Regional Airport Authority

Director Tippetts said that each year the Board must pass a resolution allowing the Director of Aviation to execute standardized agreements. The “Standardized Agreements” include the following:

- Ground Leases
- Building Use and Lease Agreement
- Sublease Agreement
- Easement Deed and Agreement
- Independent Contractor Agreement
- Loan of Property Agreement

- Community Exhibit an Display Agreement
- Off-Airport Rental Car Agreement
- Off-Airport Parking Agreement
- Licensing Agreement
- Termination Agreement
- Landlord's Consent to Lease Assignment
- Airline Lease

Tippetts explained that resolution 2012-002 renews the authority granted previously to the Director of Aviation to execute Standardized Agreements including certain amendments thereto, assignments thereof, and terminations thereof (unless such documents contain additional provisions that have not been previously approved by the Board) on behalf of the Authority. The Director of Aviation will continue to apprise the Board of any such Standardized Agreement signed during the previous month. This resolution will expire on January 31, 2013 unless renewed by the Board.

Vice Chair, Simons moved to approve the Resolution 2012-002: 2012 Resolution of the Board of Commissioners Regarding Authority to Execute Standardized Agreements for the Grand Junction Regional Airport Authority. Commissioner Granum seconded. Roll call vote: All Ayes. The Resolution 2012-002 was approved as distributed.

C. Resolution No 2012-003: Revised Banking resolution

Director Tippetts explained that each year, the Board adopts a new Banking resolution. The resolution is sent to all financial institutions with which the Authority conducts business. The resolution is follows:

1. Operating Expenses - Checks less than \$30,000 for invoices pertaining to regular business of the Authority – One staff signature.
2. Operating Expenses - Checks equal to or greater than \$30,000 for invoices pertaining to regular business of the Authority – One staff signature and one signature of either the board Chairman or Vice Chairman.
3. The board approved 2012 budgeted debt service payments (currently a bond for the Walker Field Drive Improvement and a promissory note to the Colorado State Infrastructure Bank) – One staff signature.

Tippetts explained that Items 1 through 3 are consistent with 2011 practices.

Commissioner Stevens moved to approve the Resolution 2012-003: Revised Banking Resolution. Commissioner Hamon seconded. Roll call vote: All Ayes. The Resolution 2012-003 was approved as distributed.

D. Resolution 2012-004: A resolution of the Grand Junction Regional Airport Authority designating the location for the posting of the notice of meetings

Director Tippetts explained that State Law requires an annual designation of the Airport's official location for the posting of meeting notices. Resolution No. 2012-004 establishes the official meeting posting location as the notice board at the Grand Junction Regional Airport Terminal Building, 2828 Walker Field Drive, Suite #301, Grand Junction, Colorado, 81506.

Tippetts explained that the airport also posts the notices on the airports website, www.gjairport.com.

Commissioner Granum moved to approve the Resolution 2012-004: A resolution of the Grand Junction Regional Airport Authority designating the location for the posting of the notice of meetings. Commissioner Hamon seconded. Roll call vote: All Ayes. The Resolution 2012-004 was approved as distributed.

E. Election of the 2012 Officers

Director Tippetts explained that the Grand Junction Regional Airport Authority By-Laws requires that the election of officers for a new year be held at the first regular board meeting in January.

The positions for election include, Chairman (Board Member), Vice Chairman (Board Member), Treasurer (Historically, the Director of Aviation), Clerk (Airport Staff Member), and Deputy Clerk (Airport Staff Member).

Tippetts recommended the following for the positions of Treasurer, Clerk, and Deputy Clerk. Tippetts said that historically the Treasurer has been the Director of Aviation.

- Treasurer: Rex A. Tippetts
- Clerk: Amy Jordan
- Deputy Clerk: Lindsay Holman

Chairman LaCroix said that he has been honored to serve as Chairman for the Airport Authority over the past months. LaCroix said that he has fulfilled the term for Dan Lacy, who resigned earlier this year, and although he knows the offer is there to continue as Chairman for another year, he would like to step down at this time and let the another commissioner serve as Chairman. The rest of the Board thanked Tom LaCroix for his service.

Commissioner Granum said that he would like to nominate Vice Chair Simons to service as the 2012 Board Chairman and Commissioner Hamon to service as the 2012 Vice Chairman. The rest of the board agreed.

Commissioner Granum moved to elect Doug Simons as the Board Chairman, Morgan Hamon as the Vice Chairman, Rex Tippetts as the Treasurer, Amy Jordan as the Clerk, and Lindsay Holman as the Deputy Clerk for 2012. Commissioner Stevens seconded. Voice vote: All Ayes.

V. Discussion Items

A. Airport Leasing Guidelines

Director Tippetts said that the public comment period, which will be the first of two, has started. Tippetts said that anyone can submit a comment in a variety of ways, including email, phone, or directly to the website.

Tippetts said that staff has collected information on other standing leases and lease policy/guidelines throughout the United States.

Tippetts said that although there was value in the expert presentation at the last board workshop, he feels that staff is capable of drafting the guidelines and would

like to move forward without bringing on a consultant. Tippetts did mention that the airport attorney would be very involved.

Vice Chair Simons said that he thinks that would be a good solution and that since this new policy/guideline will not affect current leases, the board is not in a hurry to rush through this process, and being thorough is important.

Commissioner Granum agreed that being thorough is important, however, it is also important to try to stick to the timeline and get this done as quickly as practical.

B. Managers Update

Director Rex Tippetts updated the Board on a variety of topics including:

1. January 23, 2012 Public Meeting – Tippetts reminded the Board that the airport will be hosting a public meeting next Monday. The meeting will be held in the terminal building and will be in the morning. The primary discussion topic will be the 2012 budget. Tippetts said that airport staff sent out a news release and invitation earlier that week.
2. Airline Conferences – Tippetts said that the airport will be attending most of the annual airline/air service conferences this year. Tippetts explained the importance of air service and how things can change quickly in this industry and it is good to be on top of things and to maintain relationships with the airlines. Tippetts said that staff member Amy Jordan will be attending an air service development conference in Phoenix later this week.
3. FAA Reauthorization
4. Moody's Airport Bond Rating- Tippetts said that GJRA has maintained its bond rating and that he would be traveling back east to visit Moody's later this year.
5. Fence Project – Tippetts said that all payments to the contractor have been fulfilled. The airport is keeping 10% retainage and liquidated damages. Tippetts also told the board what sub-contractors for Nationwide that had filed liens to date.

C. Other Comments

Vice Chair Simons gave a brief speech about the upcoming year and how he is honored and excited to take the Chair position. Simons also said that he would like to establish another committee to look into the security access issues. Simons said that he would like Collin Fay or Colorado Flight Center, and Rick Brainard of West Star Aviation, to co-chair this committee. Simons said that he thinks this committee is a step in the right direction and would like to get everyone together for a special board workshop later this month to get the committee started.

VI. Adjournment

The Board adjourned at 6:09 P.M. The next meeting of the Airport Authority Board will be at 5:15 P.M. on February 21, 2012.

Doug Simons, Board Chairman

ATTEST:

Amy Jordan, Clerk to the Board