



Grand Junction Regional Airport Authority Board

Meeting Minutes

November 15, 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 November 15, 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

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 welcomed the Airport Authority's new commissioner, Mr. Tom Kenyon. Chairman LaCroix asked if Mr. Kenyon would please give a brief background on himself for the board.

Commissioner Kenyon appreciated the welcome and said he was happy to be able to serve on the Authority Board. Commissioner Kenyon gave a brief career background on himself, highlighting his extensive experience in the field of public administration and public policy.

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

Commissioner Hamon gave an ATIS email and phone line update. Commissioner Hamon stated that since last board meeting, the airport has received one (1) email on

atis@gairport.com. That email was from Kirk Gustafson, who is a local pilot and member of the Civil Air Patrol. Kirk requested some clarification regarding escorting procedures. Kathie Lucas, the Deputy Director: Operations responded to Mr. Gustafson, explaining the proper escorting procedures. Hamon also stated that the airport has received three (3) phone calls on the ATIS line, 970-623-8688. They were from Jason Bittle, Craig Robillard, and John McClelland.

Mr. Bittle called after he saw the ad in the newspaper for the open house luncheon at the airport on Nov-8 and wanted to ask if it was open to the public. Mr. Bittle said he has six (6) kids that he homeschools and would like to do a field trip. Amy returned his phone call and encouraged him and his children to attend the open house.

Mr. Robillard called and said that he wanted to attend the luncheon on the 8th, but is going to be late, and wanted to make sure that it was okay if he arrived later, around 1200. Amy returned his phone call and notified him that the open house would continue until 1300, so it is not a problem if he arrived late.

Mr. McClelland had a question regarding being signatory for his employees for security badges. Kathie Lucas returned his phone call to discuss the signatory question.

Commissioner Hibberd had no comments.

Commissioner Simons had no comments.

Commissioner LaCroix had stated that he had spoken with Occidental Petroleum Corporation personnel recently and they commented on how pleased they are with the direct Houston service that the Airport now enjoys. The personnel stated how much more efficient it has made their operation here in Grand Junction.

Commissioner Stevens commented on the Open House that the Airport hosted on November 8th. Commissioner Stevens said the open house was a success and attracted over forty (40) community members and airport tenants/users.

Commissioner Kenyon also commented on the open house, said that it was very helpful, and thanked the board for hosting the event.

II. Citizens Comments

1. Bob Erbisch, Aero Fuel

Mr. Erbisch began by saying the Authority Board does not want general aviation at the Airport. Mr. Erbisch said that the fuel sales from the self-service fueling facility, which he owns, are so low, that he is going to be going out of business soon. Mr. Erbisch also said that regarding the lease issue, he believes that there is too much legal jargon in the leases, and it makes it difficult for people to understand.

III. Consent Agenda

A. Minutes: October 2011 Regular Board Meeting

Discussion: Chairman LaCroix said that at the last board meeting, former board commissioner, Mr. Bill Pitts asked that a correction be made to the July 2011 minutes. The correction requested required that comments made in an executive session be stricken from the executive session and placed in the public minutes.

The authority's attorney, Mike Morgan, was consulted on the legality of Mr. Pitt's request and it was found that this request could not be accommodated. Mr. Morgan informed me that it is not appropriate to take any conversation in an executive session and move it to the regular minutes. Nor would the law allow any edits to the "record" of an executive session. Therefore, the July 2011 minutes will be signed as distributed, without the correction requested by former commissioner, Bill Pitts.

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

IV. Action Items

A. Proposed Bylaw Amendment

Deputy Director: Administration, Amy Jordan, stated that the Authority's Bylaws are outdated and need to be amended.

There are four (4) proposed amendments. These amendments are:

1. In Article III (3), Section 7, we update the statutory reference for executive sessions. The current State Statute reference is CRS 26-4-402.
2. In Article IV (4), Section 9, we remove a provision requiring the Chairman to annually appoint a Finance and Audit Committee of the Board. An independent auditor audits the airport annually, and the annual audit is then presented and adopted, through resolution by the board.
3. In Article V (5), Section 1, we provide that the Airport Manager may also be referred to as the Airport Director, or Director of Aviation.
4. In Article VI (6), Section 2, we increase the threshold for required competitive bidding of contracts from \$10,000 to \$50,000, in accordance with State of Colorado law - C.R.S. §41-5-105(h).

Jordan explained that it takes three (3) meetings to amend the bylaws. At the first meeting, the board must adopt a resolution proposing the amended and restated bylaws. I just handed out the proposed resolution. The resolution setting forth the proposed amendments will then be published 3 to 7 days prior to the board meeting. At the second meeting of the board, the board must pass on first reading, the resolution to adopt the amended and restated bylaws. The resolution setting forth the proposed amendments will then be published for a second time 3 to 7 days prior to the board meeting. At the third meeting of the board, the board must pass on second reading, the resolution to adopt the amended and restated bylaws.

Commissioner Simons moved to approve the Proposed Bylaw Amendments. Commissioner Stevens seconded. Voice vote: All Ayes. The Proposed Bylaw Amendments were approved as distributed.

B. Grand Junction City Council Letter and Request

Commissioner and City of Grand Junction Mayor Tom Kenyon, asked to table this agenda item, until further notice.

C. Architectural Services

Director Tippetts explained to the Grand Junction Regional Airport has outlined a number of architectural/building related projects in the Airport's Capital Improvement Program. One project, the Administrative Office Building, which will be phase one of the terminal facility, needs to be completed as soon as possible. Therefore, it is critical to begin the design process. February 2011, the Airport solicited qualified architectural services to submit proposals. The Airport received a large number of proposals/qualifications. A committee of staff reviewed the submittals and narrowed the qualifications down to the top five. Staff then performed a series of interviews and narrowed the field down even more. Board Chairman, Tom LaCroix then appointed a committee of the Board to review the top submittals and interview the firms, as needed. The Board Architectural Committee interviewed the top two (2) firms, Fentress Architects and HNTB Architects. The Airport would like a single firm to lead the design projects, which will allow for continuity and ease. Tippetts stated that the best fit for the Airport was Fentress Architects.

Commissioner Kenyon asked if this was a service that goes out to bid. Director Tippetts stated that this service is selected through a formal RFQ (Request for Qualifications) process, but it does not go out to bid. The construction of the facilities is a service that goes out to bid.

Commissioner Kenyon stated that since this was his first meeting, he has no background on this matter, and it appears as though the rest of the Board has had extensive discussion, he will consign to the Boards pleasure.

Commissioner Granum noted that the Board's selection committee has been reviewing the qualifications for quite some time and that Fentress Architects has put a team together that fits the needs of the Airport the best.

Commissioner Simons moved to select Fentress Architects to provide architectural services for the Grand Junction Regional Airport. Commissioner Hibberd seconded. Voice vote: All Ayes. Fentress Architects was selected to provide architectural services for the Airport.

V. Discussion Items

A. Timeline for Airport Leasing Policy

Director Rex Tippetts presented to the Board a timeline for the development of leasing guidelines/proposal. See the attached timeline. Chairman LaCroix said that the timeline looked good and that the Board would do its best to stick to the timeline. Chairman LaCroix also wanted reiterate that this process will be a public process, which will include ample time for public comment.

B. Managers Update

Director Rex Tippetts said that the airport staff is working on collecting information regarding the leasing guidelines/policy, as directed by the Board. Mr. Tippetts also explained that staff has continues to be expended with open records requests.

C. Construction Update

Construction Manager 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 a few punch list items remain, including looking into acquiring back-up parts for the access gates.

Storer also wanted to notify the Board that they have heard discussion that numerous sub-contractors have not been paid by the general contractor, Nationwide Construction Group. Storer said that since the Airport does not have contracts with any but Nationwide Construction Group, the Airport is not privy to who has not been paid and how much they have not been paid.

Storer said that there are standard procedures for sub-contractors to collect payment and that the Airport will be following the terms and conditions set forth in its contract with Nationwide Construction Group.

VI. Adjournment

The Board adjourned at 6:05P.M. The next meeting of the Airport Authority Board will be at 5:15 P.M. on December 6, 2011.

Tom LaCroix, Board Chairman

ATTEST:

Amy Jordan, Clerk to the Board