



Grand Junction Regional Airport Authority Board
Board Meeting and Workshop
Meeting Minutes
October 20, 2015

EXECUTIVE SESSION

Time: 3:00PM

I. Call to Order

II. Approval of Agenda

III. 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).

III. Adjourn Executive Session

REGULAR BOARD MEETING

Time: 5:15PM

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 October 20, 2015 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Rick Wagner, Chairman
Steve Wood, Vice Chairman
Paul Nelson
Dave Murray
Rick Taggart
Troy Ball
Rick Langley

Airport Staff:

David Fiore, Airport Manager
Victoria Villa, Clerk
Amy Jordan
Ben Johnson
Ty Minnick
Ben Peck

Other:

Bradley Barker, CAP
Drew Armstrong, Audit & Finance Committee
Bill Marvel, GJAUTA
Denis Corsi, Armstrong
Ryan Hayes, Mead and Hunt
Ryk Dunkelberg, Mead and Hunt
Jim Grady, GJAUTA
Tom Lambert, Citizen
Sterling Hurst, Citizen
Deborah Gaul, Citizen
Bob Erbisch, Citizen
Barry Hicks, Hangar/Aircraft Owner
Larry Kempton, Kempton Air LLC.
Jerry McDonough, CAF/CAP
Jason Hofman, BLM/USFS

II. Approval of Agenda

Commissioner Nelson moved to approve the agenda. Commissioner Taggart seconded. Voice Vote. All Ayes.

III. Conflict Disclosures

Chairman Wagner - None

Commissioner Wood – Hangar Owner

Commissioner Nelson - None

Commissioner Murray – None

Commissioner Taggart – None

Commissioner Ball – None

Commissioner Langley – None

IV. Commissioner Comments

Commissioner Wood reported that the test plan and implementation doc to address the gate issue, was signed last week by the Federal Security Coordinator, Larry Nao. Commissioner Wood thanked those who served on the Security Solutions Committee. Commissioner Wood said that the key mover here was a letter jointly signed by Senator Bennet, Senator Gardner, and congressmen Tipton and Commissioner Wood thanked all of them for their help and support.

Chairman Wagner said that they can talk specifics but this is a giant leap forward in the technological use of surveillance for public entities, it has the ability to detect people moving, the ability to detect vehicle from animal, animal from person with a high degree of reliability and a high degree of sustainability. Chairman Wagner said that they are very proud to have this system and are very pleased with the contractor for waiting this long while this has been in play.

Commissioner Wood also thanked the staff, particularly, Ben Johnson and Chance Ballegeer.

V. Citizen Comments.

Mr. Bill Marvel asked about the implementation of the security solutions system.

Commissioner Wood said that the details are considered security sensitive but he can say that this will be a phased test and implementation program and the first phase is setting it up and testing it to their satisfaction. The second phase is to test it with TSA with the gates still closed and the third phase will be with the gates open. Commissioner Wood said that it is a condition of

this agreement that successful completion of the test and implementation plan will result in a permanent amendment to their ASP.

Mr. Marvel asked if there is any prohibition against the gates being permanently removed.

Commissioner Wood said that the ultimate goal is to have the gates removed.

Dave Shepard commented and thanked the Board and the citizen members of the committee for being so supportive of this effort.

VI. Consent Agenda

- A. September 1, 2015 – Special Board Meeting Minutes**
- B. September 15, 2015 – Regular Board Meeting Minutes**
- C. Consent to Lease Assignment: Andy Hatfield**
- D. Consent to Lease Assignment: David Shepard**
- E. Pay Request: G4S September 2015 Invoice**

Commissioner Nelson moved to adopt the Consent Agenda. Commissioner Ball seconded. Voice Vote. All Ayes.

VII. Presentation

A. Terminal Area Plan & Terminal Building Alternatives Proposal, Presented by Mead and Hunt

Mr. Ryk Dunkelberg with Mead & Hunt said that the Environmental Assessment has been completed from their stand point and they have presented final electronic versions to both BLM and the FAA and they are being reviewed. Mr. Dunkelberg said that as soon as they get the approval, which they expect any time now, they will then print all of the final versions of that document and they expect both agencies then to write their finding of no significant impact (FONSI). Mr. Dunkelberg said that they expect the FAA's finding to be prepared and published about two to three months before the BLM's just because the BLM has a longer internal review process. Mr. Dunkelberg said that they are hopeful that will all be done by the first of the year and they will have a FONSI in hand, which will make them grant eligible for all of the work that's covered in that environmental document.

Mr. Ryan Hayes gave a presentation to the Board. Mr. Hayes said that staff asked them to look at making some revisions/ updates to the 2011 Terminal Area Plan. Mr. Hayes said that this is a phased program and is a very high conceptual plan for how to ultimately replace and provide for terminal facilities for the next 20 years at this airport. Mr. Hayes said that a couple of things they are not asked to specifically look at in this plan were any revisions or renovations to the existing terminal building, so phase I of this plan was the admin building and phase II was to replace the existing terminal building. Mr. Hayes said that another thing they were not asked to look at was any detailed financial analysis, they developed a number of projects and developed cost estimates for the projects but that's it. Mr. Hayes said that they primary element is going to be looking at the existing building, recognizing all of the changes that have happened since 2011

and the Airport's current financial situation which is going to require that this existing building will probably need to serve the public for longer than they originally anticipated. Presentation: Terminal Area Plan Update.

Need for Revisions/Update

- A number of changes have taken place since 2011.
- Deferred maintenance on terminal.
- Administration building considerations.
- Need for terminal program.
- Financial analysis for terminal program.

Potential Update Elements

- Update BCER Engineering Terminal Assessment.
- Use 2011 forecast/terminal program requirements.
- Additional renovation/expansion alternatives.
- Administration building alternatives.
- Revised project list with costs and phasing plan/schedule.
- Revised financial analysis that incorporates existing CIP to maximize airport's ability to leverage up funding for projects.

Financial Analysis Objective

- Leibowitz & Horton, Airport Management Consultants (AMC) – Airport financial specialists.
- Evaluate Airport's capability to fund both terminal improvements and current CIP and continue to finance operations.
- Statistical results and benchmarking.
 - *Operating expenses per enplaned passenger.*
 - *Total operating revenues per enplaned passenger*
 - *Airline cost per enplaned passenger*

Potential Schedule

- November/December Project Scoping
- January – Notice to Proceed
- February – Preliminary Alternatives
- March – Refined Alternatives
- April – Final Concept/Phasing Plan and Schedule
- May – Financial Analysis
- June 1st Project Delivery

VIII. Discussion Items

A. FAA Meeting and CIP Update

Mr. Fiore briefed the Board. Mr. Fiore said that he and Mr. Johnson attended a meeting with the FAA as a part of the capital improvement program (CIP) evaluation of all of the airports in the state. Mr. Fiore said that they have some regrouping to do, they will hear issues like the CIP is locked which is a preference by the FAA but he thinks the FAA

heard loud and clear that the airport has other issues that are coming to the table and they have left the door open to them to revisit. Mr. Fiore said that the FAA expects that the airport will communicate more often and he and Mr. Johnson have committed to meeting with them as routinely as necessary so that they have a good dialog so that when they go to ask for further discretionary grants they will be well educated and it will be second nature for their decision making.

B. Financial Update

Mr. Minnick briefed the Board on the Airport's current financial status. Mr. Minnick said that all of the variances they see is mainly due to the delay of the 2015 AIP projects that are, for the most part, getting pushed into 2016. On the income statement, based on the budget discussion actual salary burden was reallocated so they are comparing apples to apples. Mr. Minnick said that enplanements were still up for the month of September and comparing month to year they were up for the month of September, they are closing in on the prior year off by about 2000. Mr. Minnick said that they are ahead of historical for the month of September and they will start declining for the remainder of the year.

Discussion:

Chairman Wagner said that they had some discussion about their growth in health care costs and the adjustment they are going to be looking at for next year. Chairman Wagner said that with that in mind they don't want to spring changes on people right at the last minute and asked if there should be a health care task force for them to explore options

Mr. Minnick said that he and Ms. Jordan have been talking about that as a critical line item in the budget and they are going to start looking at how other businesses do cost sharing as far as the medical goes and they will probably be going out to look at additional medical and insurance providers.

Ms. Jordan said that they did bring revisions to the employee handbook to the September meeting and they were tabled, they have been going through those internally and they thought maybe that would be a good time to look at the revisions to the benefit package and if they could it with either a new policy committee or maybe she and Commissioner Murray could take it on from the compliance committee standpoint.

Commissioner Taggart asked if they have any restrictions that would discourage them from talking with folks about joining another pool. Commissioner Taggart asked if they could be grouped with the City.

Ms. Jordan said that they don't have any restrictions, the current health plan that they are on was a plan that they did receive some discounts for being a local government agency, and that plan with Rocky Mountain Health Plans is currently grandfathered so if they move off of it then they can't go back to it. Ms. Jordan said that they also can't add to it for employees to have multiple options but the reason they have stayed on it so long is because it does have a really low deductible and good benefits for the employee and the

premium increase that they have received each year has been really low so they have elected to stay on it. Ms. Jordan said that last year they did a comprehensive analysis of different options and it was only saving them \$1000 to \$2000 annually.

Commissioner Langley asked what the annual deductible was.

Mr. Minnick said that it's about \$250,000 a year.

Ms. Jordan said that there is a \$1300 out of pocket max for an individual and \$2600 for a family but it's a \$0 deductible plan.

C. Security Solutions Committee Update

Update given during Commissioner Comments

D. Airport Minimum Standards

Ms. Jordan briefed the Board. Ms. Jordan said that staff is requesting for the Board to appoint a committee to revise the Airport's minimum standards. The minimum standards were adopted in 2000 and last revised in 2005. Ms. Jordan said that the tenant association sent correspondence to staff on some of the issues they have with the minimum standards which needs to be considered, and staff feels like it's time to take a look at them. Ms. Jordan said that they have had people express interest in starting businesses here but they do have some concerns with some of the items in the minimum standards.

Discussion:

Mr. Fiore said that the minimum standards by design are meant to be minimum standards so if there is request because it's creating a hardship on a segment of business that's important to this airport, they need to make sure they do that through a public process because anytime a change is made it has an impact across the board.

Mr. Ball appointed to committee. Mr. Murray appointed to the committee.

Ms. Jordan said that the FAA doesn't require minimum standards at airports however they do encourage it as a good practice.

Ms. Jordan said that they have two weeks for staff to do some research and develop a white paper on what other like size airports are doing, and they a 14 day public comment period on the current minimum standards document.

Chairman Wagner appointed Commissioner Ball to the committee.

Commissioner Murray volunteered to be on the committee.

Chairman Wagner appointed Commissioner Murray to the committee.

E. Parking Lot Management

Mr. Minnick briefed the Board. Mr. Minnick said that they discussed back in May about the idea of setting up a parking lot committee which turned out to be the audit committee and in that time they decided to do an RFP for managing the parking lot in house and 4PM yesterday was the deadline to get the bids submitted and they have been given to two members of the committee at this point. Mr. Minnick said that he hasn't done a detailed analysis of what was received but they received five bids and they ranged from \$130,000 to \$290,000 for the equipment.

Discussion:

Ms. Jordan said that they thought it would be appropriate to put together a request for proposal (RFP) for parking management services which will give them the opportunity to thoroughly evaluate both options and the review committee can then make a recommendation to the Board on what might be the best interest of the airport. Ms. Jordan said that they are intending to issue a RFP next week and it will close December 18, 2015. Ms. Jordan said that by the January meeting they should have options for the Board to review.

Commissioner Langley said that they are two fundamental differences, one system with Republic is manned and this started with looking at automated system as many other airports have which is unmanned and the involvement of staffs standpoint would be in the event of maintenance or if something is down etc.

Chairman Wagner asked what the gross revenue is from the parking operation and what the airports percentage of that.

Mr. Minnick said that in 2014 the airport paid republic around \$200,000 on a 1.4 million gross.

IX. Action Items

A. Pay Request: Shaw Construction January-June 2015

Mr. Johnson briefed the Board. Mr. Johnson said that this invoice is for the fence rental, the metal coils that are in storage, storm water inspections and work and the construction trailer for January through June of 2015.

Mr. Johnson said that in July the airport took over storm water inspections, the trailer was removed in August, since July they have been paying directly to the company for the fence rental, and they are still waiting on the manufacture to ship the metal coils to the airport so they are stored for no cost.

Commissioner Ball moved to authorize payment of Shaw invoice 3110 for the amount of \$11,076.22. Commissioner Wood seconded. Voice Vote. All Ayes.

B. Sunshine Taxi Building & Use Agreement

Mr. Ben Wegener briefed the Board. Mr. Wegener went through a redlined draft agreement between Mr. Kelly Millan of Sunshine Taxi and the Airport.

Mr. Fiore said that it's typical for ground transportation services not to be paying just for origination, it's both on the drop off and pick up. Mr. Fiore said that he understands it's in line with their fees and charges so they should align their fees and charges to what's common for ground transportation providers so he thinks the language should reflect that and they should catch it up in their fees and charges.

Mr. Wegener said that another issue with this is that the request for proposal had a proposed contract with it and that's what Mr. Millan thought he was signing but it wasn't a complete contract, it was about three or four pages and then just ended.

Commissioner Langley asked if this restricts other taxi companies picking up or dropping off at the airport.

Mr. Wegener said no he is just renting counter space so passengers see him first and he is going to pay more at 11% to the airport and other companies pay 10%.

Mr. Fiore said that it's not uncommon to do a separate terminal lease agreement for the use of the space and do a licensing agreement for the ground transportation providers. Mr. Fiore said that they talked about coming up with a ground transportation policy.

Mr. Fiore said that a way to fix this tonight is to say it shall be paid in accordance with the airport's fees and charges because it will be corrected in a month.

Commissioner Murray moved for adoption with the change that 3.2 be amended to say that the fees will be consistent with the Airport's fees and charges which will be subject to change from time to time. Commissioner Nelson seconded. Voice Vote. Six Ayes, Commissioner Ball opposed. Motion carries.

C. Grand Valley Power Easement Request

Ms. Jordan briefed the Board. Ms. Jordan said that this was tabled at the last meeting in September in request to increase the consideration from \$200 to \$1000 and to include indemnification language which Mr. Wegener did. Ms. Jordan gave a quick recap of what Grand Valley Power is requesting.

Commissioner Nelson moved to grant the Grand Valley Power easement for parcel number 270108200940 including \$1000 compensation. Commissioner Ball Seconded. Voice Vote. All Ayes

D. Xcel & PSCoC Minor Site Plan Approval

Ms. Jordan briefed the Board. Ms. Jordan said that they granted an expansion of an easement a number of months ago for Xcel and the Public Service Company of Colorado, the county has since requested a minor site plan application from Xcel and the Public Service Company of Colorado for access into that easement. Staff doesn't find any issues with it.

Mr. Wegener said that Xcel also issued correspondence saying that they will do all the work to maintain it.

Commissioner Ball moved to approve the Minor Site Plane Application and authorize the Chairman to sign the required documents. Commissioner Taggart seconded. Voice Vote. All Ayes.

E. Contract Award and Notice to Proceed: Straight Stripe Painting Incorporated

Mr. Johnson briefed the Board. Mr. Johnson said that this the award and contract for the fog seal and restripe of the main runway and taxiway, this is a project associated with AIP 52. Solicitation was advertised in The Sentinel and was also picked up in a national plan room called iSqFt. There were three responses to the solicitation, at the bid opening the apparent low bidder was Straight Stripe just based on an initial review. After the bid opening, Armstrong and staff went through those responses to make sure they were fully responsive to the RFP and to all of the regulations. Staff checked SAM.gov, debarment status, DBE. Armstrong has issued a recommendation to award the contract to Straight Stripe after finding that there bid was fully compliant. Mr. Johnson said that the bid price was below the engineer's estimate which saved them about \$300,000. Total fiscal impact for this piece is 1.174 million, this is AIP so it's 90% funded by FAA AIP dollars, 5% State and 5% local. Staff recommends that the Board approve the selection of and contract with Straight Stripe Painting for the seal coat and remark or runway 11/29 and Taxiway A.

Commissioner Wood moved for the Board to approve the selection contact with Straight Stripe Painting for seal coat and remark of Runway 11/29 and Taxiway A as presented. Commissioner Murray seconded. Voice Vote. All Ayes.

X. Any other business which may came before the Board

None.

XI. Adjourn

The Board meeting adjourned at 7:14PM.

ATTEST:

Victoria Villa, Clerk to the Board