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**Grand Junction Regional Airport Authority Board**

Meeting Minutes

March 19, 2012

**Opening:**

Mr. Doug Simons, Board Chairman, called the regular meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on March 19, 2012 in Grand Junction, Colorado and in the County of Mesa.

**Present:**

*Commissioners:*

Doug Simons, Chairman  
Morgan Hamon, Vice Chairman  
Tom LaCroix  
John Stevens  
David Hibberd  
Tom Kenyon

*Airport Staff:*

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

*Other:*

Shannon Kinslow, TOIL  
Bill Pitts, Grand Junction City Council  
Bill Marvel, CAF  
Sam Susuras, Grand Junction City Council  
Bob Erbisch, Aero Fuel  
Deborah Gaul, Aero Fuel  
Jim Trott, Jviation  
Jason Virzi, Jviation  
Michael Quinn, Jviation

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**I. Approval of Agenda**

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

**I. Conflict Disclosures**

John Stevens: None  
Tom LaCroix: None  
Morgan Hamon: None  
Doug Simons: None  
David Hibberd: None  
Tom Kenyon: None

**II. Commissioner Comments**

Chairman Simons discussed his disappointment with the article that was published in last Sunday's edition of The Daily Sentinel. Simons he said he hope we are at a point that everyone can move forward and start working together to find a solution. Simons said that energy now needs to go into making this airport a better airport.

## **II. Citizens Comments**

NONE

## **III. Consent Agenda**

### **A. Minutes: February 2012 Regular Board Meeting**

### **B. Financial Statements: January 2012**

### **C. Financial Statements: February 2012**

Discussion: NONE.

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

## **IV. Action Items**

### **A. Public Records Request Policy**

Deputy Director: Administration, Amy Jordan, presented the Public Records Request Policy to the Board. Jordan said that currently, the Grand Junction Regional Airport Authority does not have a public records request policy, and that it has been recommended by legal counsel that the board has a formal policy in place to handle all public records requests.

Jordan said that this draft policy is basic, but covers all the required elements, including procedures for submitting records requests and processing costs. Jordan said that the purpose of this policy is to assure prompt and equitable service to citizens requesting access to public records, including those records created by electronic mail, in accordance with the requirements of C.R.S. 24-72-201 to C.R.S. 24-72-206.

Discussion: NONE.

*Commissioner LaCroix moved to adopt the Public Records Request Policy. Vice Chair Hamon seconded. Voice vote: All Ayes. The Public Records Request Policy was approved as distributed.*

### **B. Ethics and Conflict of Interest Policy**

Director Tippetts noted that the Airport Authority does not currently have an Ethics and Conflict of Interest Policy. Tippetts said that establishing a policy would help the Grand Junction Regional Airport Authority in its commitment to avoiding any situation in which the existence of a conflicting interest of any Director, officer or employee may call into question the integrity of the management or operation of the Grand Junction Regional Airport.

Tippetts said that this policy has been drafted by the Airport Authority's legal counsel, Mike Morgan, with the understanding that sound, ethical standards of conduct serve to increase the effectiveness of Airport operations, and adherence to a code of ethics promotes public confidence in the Airport and furthers attainment of the Authority's goals.

*Commissioner Hibberd moved to approve Ethics and Conflict of Interest Policy. Commissioner Stevens seconded. Voice vote: All Ayes. The Ethics and Conflict of Interest Policy was approved as distributed.*

## **V. Discussion Items**

### **A. Managers Update**

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

1. Presentation to Moody's – Tippetts said that he just recently got back from a trip to New York City, where he met with Moody's and discussed the Airport's bond rating. Tippetts said the meeting went well and that Grand Junction Regional Airport has been able to maintain its bond rating.
2. American Eagle Airlines – Tippetts said that American Eagle Airlines just recently announced that they would be adding a third flight between GJT-DFW for the summer months.
3. Staffing – Tippetts said that currently the airport is low on staff, with the recent departures of Assistant Manager, Eddie Storer and more recently, Administrative Assistant, Lindsay Holman.
4. Phase I Terminal Replacement (Administration Building) – Tippetts said that work is continuing on the design of this project and he hopes to have some additional drawings by next meeting.

### **B. Airport Leasing Guidelines**

Director Tippetts presented an updated timeline for the development of the guidelines to the board. The board was all satisfied with the updated timeline and there was no further discussion.

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

Vice Chairman Hamon gave an update of the committee's progress. Hamon said that the committee has continued to make progress. Hamon said that the committee has developed a list of objectives, to use when evaluating alternatives. The list of alternatives is available on the Airport's website.

Chairman Simons read a statement submitted by committee member Rick Brainard. See attached statement.

Chairman Simons also noted that he had the opportunity to go out to the airport and meeting personally with a handful of tenants and leaseholders, one of which included, Grand Valley Aircraft Sales owner/operator, John McClelland. Simons said that Mr. McClelland expressed his liking of the security gates. Simons said that Mr. McClelland also said that he has hired additional staff, and has been working with the Airport Staff to get his staff badged.

Simons said that he also spoke with St. Mary's Care Flight and Twin Otter Airborne Research, all of who are content with the security gates in place.

**VI. Adjournment**

*Commissioner LaCroix moved to adjourn into executive session. Vice Chairman Hamon seconded. Voice vote: All Ayes.*

The Board adjourned the meeting at 5:46 P.M.

The next meeting of the Airport Authority Board will be at 5:15 P.M. on April 10, 2012.

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Doug Simons, Board Chairman

***ATTEST:***

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Amy Jordan, Clerk to the Board