



Grand Junction Regional Airport Authority Board
Board Meeting and Workshop
Meeting Minutes
November 17, 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 5:26 PM on November 17, 2015 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners Present:

Rick Wagner, Chairman

Steve Wood, Vice Chairman

Paul Nelson

Troy Ball

Rick Langley

Other:

Bill Marvel, GJAUTA

Drew Armstrong, Finance & Audit Committee

Wayne Clark, Citizen

Brad Barker, CAP

Shannon Kinslow, TOIL

Airport Staff:

David Fiore, Airport Manager

Victoria Villa, Clerk

Ben Johnson

Ty Minnick

Ben Peck

II. Approval of Agenda

Table VIII - B. Due to Commissioner Murray and Ms. Jordan being absent.

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

III. Conflict Disclosures

Chairman Wagner - None

Commissioner Wood – Hangar Owner

Commissioner Nelson - None

Commissioner Ball – None

Commissioner Langley – None

IV. Commissioner Comments

None.

V. Citizen Comments.

None.

VI. Consent Agenda

A. October 20, 2015 – Regular Board Meeting Minutes

B. Consent to Lease Assignment: Cliff Henderson

C. Consent to Lease Assignment: Clear Blue Sky, LLC

D. Pay Request: G4S October 2015 Invoice

E. ProDigiq Pay Request

F. Audit Fee Proposal Request

Commissioner Wood moved to approve the consent agenda. Commissioner Ball seconded. Voice Vote. All Ayes.

VII. Discussion Items

A. Financial Update

Mr. Minnick briefed the Board on the airport's current financial status. Mr. Minnick noted that the cash balances are a little higher due to the delay in some of the capital projects. Mr. Minnick highlighted the most significant thing on the balance sheet is the payout in December for the revenue bonds that are \$1.2 million, which brings the balance on those down to \$13,000,000,800 roughly. Capital expenses are lower and enplanements are still going very strong.

B. 2016 Draft Budget Discussion

The Finance and Audit Committee briefed the Board on the status of the 2016 Budget. Commissioner Langley noted that the Committee's focus has been on getting expenses aligned with the needs of the airport. The Committee has set up the framework to make sure they get a handle on the Airport's cost of doing business. The Finance and Audit Committee plan to make recommendations at the December Board meeting to increase the parking fee from \$9 to \$10 per day. In regards to other fees and charges, the Committee didn't have enough data and information to make a fair analysis as to what those fees should be adjusted at this time. The Committee has thoroughly reviewed the expenses and looked at revenues and believes that the drafted budget is a good budget.

C. Security Solutions Committee Update

The Security Solution Committee updated the Board on the on-going security solution project. The Committee notes that the Airport has recently signed a Test and Implementation Plan from the Transportation Security Administration (TSA). The Committee updated that the selected contractor came to Grand Junction and met with staff and the committee and that a final contract will be presented to the Board soon, for execution. Since the last meeting, Armstrong staff member, Mr. Trinkline, reported on infrastructure requirements, which he expressed could be completed quickly and within budget.

VIII. Action Items

A. 2016 Proposed Board Meeting Dates

Chairman Wagner said that he may have a possible conflict in June, but not sure.

*Commissioner Ball moved to approve and accept the 2016 Board meeting dates.
Commissioner Nelson seconded. Voice Vote. All Ayes.*

B. Code of Conduct Review and Revisions

Tabled.

C. Airport Capital Improvement Program (CIP) Review

The Board reviewed the Airport's CIP. This is an annual review. Staff mentioned that an updated CIP is due to the State of Colorado, Division of Aeronautics and the Federal Aviation Administration by December 1, 2015. There were minor modifications made to the CIP, with the anticipation of an update during 2016. Staff noted that 2023 will be the ten year anniversary on the Fire Truck apparatus that was purchased in 2013, so a new one will be scheduled for acquisition in 2023. An overlay for runway 4/22 has been removed from the CIP, at the request of the Federal Aviation Administration. It was noted that the dominant project is the replacement of the primary runway 11/29.

Commissioner Wood moved for the Board to approve the grant eligible capital improvement program. Commissioner Ball seconded. Voice Vote. All Ayes.

D. State and Federal AIP Grant Applications

- **Agenda Item Summary/CDOT Grant Application**
- **AIP 54 Grant Application**
- **AIP 55 Grant Application**

The 2016 projects have been split in to two different grant applications. One project is a construction project and the other two are design only projects. The construction project is the air carrier apron reconstruction. The concrete of the air carrier apron is the oldest pavement on the airport and is deteriorating. This project will expand the de-ice ramp so two aircraft can be de-iced at the same time.

The first design project is the final design for the relocation of the remote transmitter receiver (RTR), which is already approximately 20% complete. The other design project is the overall design on the new runway and all of the projects that go with it; roadways, drainage etc. Because the environmental assessment (EA) hasn't been completed they are restricted from doing much with that project at this point, but the FAA will allow the grant application to be submitted-pending.

The State grant is just one grant application with two element covering all of the projects. The Airport will be asking for just over \$8 million in FAA money for all of these projects. The Airport has carried over entitlement balance of about \$4.59 million and anticipate getting about \$1.8million of the 2016 fiscal year. State grant applications are due December 1 and the FAA grant applications are due December 15.

Commissioner Nelson moved to authorize the Chairman to execute the document and for the document to be submitted. Commissioner Ball seconded. Voice Vote. All Ayes.

E. Contract Award: Terminal Carpeting

Mr. Peck briefed the Board. The carpet in the upper and lower boarding area of the terminal is bubbling, patchwork has been done, they have had to mitigate the hazards and it's not the image we want to give to passengers. It's at a critical point to where it needs to be replaced. A request for proposal (RFP) was put out and one bid was received. The one bid came in at a fair and equitable price.

Commissioner Ball moved for the Board to award the removal and the replacement of the hold room carpet to Carpet Time and authorize the Board Chairman to sign the contract. Commissioner Langley seconded. Voice Vote. All Ayes

IX. Any other business which may come before the Board

Chairman Wagner said that he has been considering to create a working group for the element, business development and just generalized commercial development for the airport and how it

fits through the surrounding area. He would like to start a small committee where they would try and explore some options for

X. Adjourn

Commissioner Ball moved to adjourn. Commissioner Nelson seconded. Voice Vote. All Ayes. Meeting adjourned at 6:37PM.

Rick Wagner, Board Chairman

ATTEST:

Victoria Villa, Clerk to the Board