



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
May 24, 2016

EXECUTIVE SESSION

Time: 3:30PM

I. Call to Order

II. Approval of Agenda

III. Motion into Executive Session

III. *To discuss the employment offer and contract for the Executive Director's position and to obtain legal advice on specific legal questions relating thereto as authorized by C.R.S. § 24-6-402(4)(b) and C.R.S. § 24-6-402(e)(I), as well as to confer with legal counsel for the purpose of receiving legal advice relating to a pending investigation and other related matters and to determine positions relative to these matters as authorized by C.R.S. § 24-6-402(4)(b) and C.R.S. § 24-6-402(e)(I)*

IV. Adjourn Executive Session

3:48PM

SPECIAL COMMITTEE MEETING

Time: 5:15PM

I. Call to Order

Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:19PM on May 24, 2016 in Grand Junction, Colorado and in the County of Mesa.

<p><i>Commissioners Present:</i> Steve Wood, Chairman Dave Murray Rick Langley Rick Taggart Rick Wagner</p> <p><i>Airport Staff:</i> Victoria Villa, Clerk Ty Minnick Ben Johnson Chance Ballegeer Brian Harrison</p>	<p><i>Other:</i> Shannon Kinslow, TOIL Bill Marvel, GJAUTA Wayne Clark, TOIL Drew Armstrong, Finance & Audit Committee</p>
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II. Approval of Agenda

Agenda was approved by major motion

III. Conflict Disclosures

Commissioner Murray – None
Commissioner Langley – None
Commissioner Nelson – **Absent**
Chairman Wood – Hangar Owner
Commissioner Wagner – None
Commissioner Taggart – None
Commissioner Ball – **Absent**

IV. Commissioner Comments

None.

V. Citizen Comments

Andy Blood, Blood Brothers Foundation

Topic: Airport lease/clean-up trash/disabled community off road park/new sign donation

Mr. Blood stated that he has a nonprofit foundation and he is trying to do an off road program for people with disabilities. Mr. Blood said that their nonprofit gives grants out for people who have disabilities and if they have a vehicle they modify it for them by putting in hand controls, ramps and lifts. Mr. Blood said that they started an off road program and they are trying to get it up a going this year. Mr. Blood would like to lease land from the airport, out by the Clifton water tower, to put the off road park.

Mr. Johnson said that they would have to investigate how the land was purchased. If it was purchased with FAA money than it is obligated for aeronautical use so they would have to go through the land release process.

Mr. Blood also said that he would like to donate a sign to the airport to replace the one out front of the terminal.

VI. Consent Agenda

- A. January 19, 2016 Corrected Meeting Minutes
- B. April 15, 2016 Special Meeting Minutes
- C. April 19, 2016 Regular Meeting Minutes
- D. April 29, 2016 Special Meeting Minutes
- E. Pay Request: G4S April Billing
- F. Pay Requests: Mead and Hunt – AIP 49
- G. Non-Aeronautical Sub-Lease Request
- H. HUB D&O Insurance Renewal

Commissioner Wagner made a motion to adopt the consent agenda. Commissioner Murray seconded. Voice Vote. All Ayes

VII. Discussion Items

A. Financial Update

Mr. Minnick briefed the Board on the airport’s current financial status. (Financial Results report created by Mr. Ty Minnick)

Financial Results

Assets

1. Prepaid expenses are consistently being amortized over the term of the insurance policy. The annual policies have been renewed at a cost of approximately \$82,000.
2. The revenue bond sinking fund increases \$128,000 each month to pay for the semi-annual interest due June and December and the annual principal due in December. The interest amount due in June will be \$330,000.

Liabilities – Liability amounts are consistent and properly increasing for the semi-annual interest due in June previously discussed above in Assets.

Aeronautical Revenue – Aeronautical revenue is consistent with budget and prior year.

Non-Aeronautical Revenue – Non-aero revenue amounts are consistent with current pricing, specifically the increase in the parking rate, and enplanements compared to prior year.

Operating Expense

1. Personnel expense is consistent with the reduction of administrative staff in January 2016. Contract services are higher compared to budget and 2015 as legal expenses continue to drive up total operating expenses with a total of over \$200,000 year to date.

Non-operating Revenue/Expense – Passenger facility revenue for April is down due to receiving payments late from some airlines.

Enplanements

2016 vs 2015

	<u>Month</u>	<u>Year to Date</u>
2015	16,189	62,112
2016	16,884	66,151
Difference	695	4,039

Historical Average

	Month	Year to Date
5 Year Average	17,157	66,058
2016	16,884	66,151
Difference	(273)	93

B. Project Update

Mr. Johnson briefed the Board. AIP 49, environmental assessment (EA), is almost complete. The final draw has been done on it and they are just waiting on closing out that grant. AIP 52, the pavement maintenance projects, everything is under contract now and they are ready to start the second week of June. There will be a three to five week construction period on those projects. AIP 53, the apron design project from last year, they are just waiting on FAA's approval of the design and then they will do the final draw and close that grant. AIP54, the first phase of the apron reconstruction, is also waiting for FAA approval then they will go out to bid. AIP 55, which is the overall design of the runway and the RTR, they are waiting on the grants to be issued by the FAA. Mr. Johnson said that on June 1st through the 3rd, staff and Chairman Wood will be attending the CAO conference where they will meet with the FAA and the State and to talk about some of these projects and what the next steps are. On June 6th they will then travel over to Denver to have a predesign meeting for the runway project. Mr. Johnson said that the terminal area plan is moving along, they have the engineering reports for Mead and Hunt and they are in full swing on doing the financial analysis.

Mr. Minnick briefed the Board on his trip to Florida for the Allegiant conference. Mr. Minnick said it was a good meeting and he has done significant follow up with Allegiant to discuss year round service for LAX and their representative will be here August 4th to have a more in depth conversation of what the possibilities are.

VIII. Action Items

A. Employment Agreement – Executive Director

Chairman Wood stated that during executive session the Board reviewed a draft agreement for Mr. Kip Turner. Mr. Turner's start date will be in mid-July. The Board reviewed a draft in executive session. Start date in mid-July.

Commissioner Wagner moved for the adoption of the employment agreement as structured with the addendum to include the job description prepared by airport staff for the position Airport Manager/Director. Secondly, to incorporate the offer letter that was originally sent to Mr. Turner into the document. Lastly, to include a vehicle allowance that the Board and the employee understand that the employee will provide a certificate of insurance showing the airport as a co-insurer on his vehicle since he will be using it for Airport related business,.89 and that the minimums that he operate under for the insurance provisions on that vehicle, meet the minimum requirements of

the Colorado Governmental Immunity Act for the liability insurance required under that act. Commissioner Taggart seconded. Voice Vote. All Ayes

X. Any other business which may come before the Board

Commissioner Taggart commented that CMU is starting a Fixed Wing Aviation Program.

XI. Adjourn

Commissioner Murray motioned to adjourn. Commissioner Wagner seconded. Voice Vote. All Ayes.

The meeting adjourned at 6:12PM.

Steve Wood, Board Chairman

ATTEST:

Victoria Villa, Clerk to the Board