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**Grand Junction Regional Airport Authority Board**  
**Board Meeting**  
Meeting Minutes  
June 21, 2016

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**EXECUTIVE SESSION**

**Time: 3:30PM**

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- I. Call to Order – 3:39PM**
- II. Approval of Agenda**
- III. Motion into Executive Session**
- III. *To discuss 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**  
4:20PM

**SPECIAL COMMITTEE MEETING**

**Time: 5:15PM**

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- I. Call to Order**  
Mr. Steve Wood, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 5:18PM on June 21, 2016 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Steve Wood, Chairman Dave Murray Rick Langley Rick Wagner Troy Ball Paul Nelson  <i>Airport Staff:</i> Victoria Villa, Clerk Ty Minnick Ben Johnson Ben Peck Chance Ballegeer Brian Harrison Ted Balbier Ross Smith	<i>Other:</i> Shannon Kinslow, TOIL Bradley Sullivan, Colorado Flight Center Eric Trinklein, Armstrong Brad Barker, CAP Shannon Kinslow, TOIL Wayne Clark, Citizen Dennis Corsi, Armstrong Kathryn Bennett, Armstrong Mike Stokes, Dynetics
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- II. Approval of Agenda**

*Chairman Wood stated that they are going to table the last item under Action Items – C. FAA Reimbursement. Agenda approved by major motion.*

**III. Conflict Disclosures**

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

**IV. Commissioner Comments**

Chairman Wood commented on CAO that he, Mr. Minnick and Mr. Johnson attended. Chairman Wood also commented on the runway project pre-design meeting in Denver that he, Mr. Johnson and Brian Harrison attended in Denver. Both went well. Chairman Wood mentioned the new Aviation Technology curriculum with CMU/WCCC & CFC. Chairman Wood noted that Mr. Kip Turner will be starting July 15<sup>th</sup> and Mr. Turner would like to have a cook out with the GA tenants. Chairman Wood also commented on FIFI the last flying B-29 will be visiting Grand Junction sometime in August.

Commissioner Murray commented on the Jump Start Conference that he and Ty attended. Commissioner Murray said that they met with 9 airlines and the common theme they were hearing is that the industry will eventually phase out the 50 seaters and because of the pilot shortage and the projected pilot shortage, they are going to larger gage aircraft. Commissioner Murray said that as far as direct flights to LA they did have a few interested but the difficulty is that one is coming out of bankruptcy and the other one is going through a merger so it will be a while before they can make any decisions on adding flights here.

**V. Citizen Comments**

**Kathrine Bennet, Armstrong Consultants** – Ms. Bennet commented on Aviation day hosted at CMU on August 19, 2016, which is National Aviation day. Aviation day will consist of education children about flight safety, drone safety, aviation careers.

**VI. Consent Agenda**

- A. May 24, 2016 Regular Meeting Minutes
- B. Pay Request: G4S April Billing
- C. Pay Request: Mead & Hunt – Tap Update

Commissioner Wagner commented on G4S.

*Commissioner Wagner made a motion to approve the consent agenda. Commissioner Langley 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**

	Month	Year to Date
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

Mr. Minnick commented that the budget timeline. Mr. Minnick said that last year the audit committee did a full review of the detail through numerous meetings and asked if the Board if they wanted to do it the same way this year or hold workshops with the whole Board.

The Board agreed that the way it was handled last year works just fine.

Mr. Minnick said that they plan to have a draft budget in September.

**B. Project Update**

Mr. Johnson briefed the Board. AIP 52, the pavement maintenance project, is in full swing. Half of them working during the day and half of them working at night to do the fog seal restripe and moving the segmented circle. They are planning on a couple more weeks of work. For AIP 53 & 54, they are still waiting for the FAA to approve 53 so they can move ahead with 54. AIP 55, is what they met about in Denver at the predesign meeting and discussed scope of work for the project and to talk through logistics of how the project should be laid out. Mr. Johnson said that they plan on doing designs for the major projects a year in advance and that will allow them to have shovel ready projects because occasionally the FAA has some end of year discretionary money to hand out. Mr. Johnson said that the next steps are to finalize the scope of work, get the IFE done, get it all approved through the FAA so they can move on with getting that grant.

**C. Clean Energy Collective Letter of Intent**

Mr. Ben Wegener briefed the Board. Mr. Wegener remind Board of the solar panel presentation given by Clean Energy Collective. They had a letter of intent that they wanted the airport to sign to move forward through the process to see whether or not Excel would be okay with establishing a solar panel area. Mr. Wegener said that he made some changes to the letter of intent due to the nature of the airport being a public entity versus what they were asking for. Mr. Wegener said that they gave updated letter of intent to them and as of last week they had sent it back with more changes so details are still being worked out. Mr. Wegener asked if the Board is still interested in moving forward with the letter of intent.

After a briefed discussion about airport improvement projects, the Board agreed that they were not interested in pursuing this.

**D. RFP Discussion – Bond Refund**

Mr. Minnick briefed the Board. Mr. Minnick stated that they are looking at a savings of around \$900,000.00 to \$1 Million, it's all based on the bond rates. Mr. Minnick said that what he is trying to do is get the underwriter approved at the next Board meeting so he will be doing a quick 28 day RFP process for an underwriter/broker.

Commissioner Langley commented that the interest rates are very attractive right now and with the savings of \$900,000.00 there's a way for them to get that savings up front, they won't have to wait for it over the maturing life of the bonds.

The Audit Committee will bring a recommendation to the Board at the July Board meeting.

Commissioner Wood said to proceed on the RFP path and then report back to the Board next month.

**E. Group Medical Insurance Discussion**

Mr. Minnick briefed the Board. Mr. Minnick said that when they were budgeting last year and they were reviewing the medical expenses to the Airport and they were starting to escalate. Mr. Minnick said that they just received the renewal rates for the current plan and they went up 30%. Mr. Minnick briefly reviewed more affordable Rocky Mountain plan options with the Board.

Commissioner Murray said that their goal is to strike a balance that minimized the out of pocket and maximizes access to care for employees.

**VIII. Action Items**

**A. Armstrong Task Order Addendum**

Mr. Johnson briefed the Board. This task order amendment is to task order D which is for the taxiway mill and overlay. This is to add quality assurance testing to Armstrong's scope of work. Armstrong will accomplish this task by subcontracting these services. Quality assurance testing is a mandatory requirement for AIP projects. Quality assurance testing is included in the AIP grant and is a reimbursable cost.

*Commissioner Wagner moved to approve the task order addendum as submitted by staff. Commissioner Nelson seconded. Voice Vote. All Ayes.*

**B. Joint-Use Fire Station Contract Award**

Mr. Johnson briefed the Board. The City of Grand Junction and the Airport received a DOLA grant to perform a joint-use fire station. Since they received the grant the committee published an RFQ for the feasibility study and they received four responses. The committee reviewed those responses and interviewed the top two firms and they came to a unanimous decision on selecting Roth Sheppard Architects.

The city is the procuring agent but they would like for the airport to jointly sign the contract as a partner on the grants. The grant is for a maximum amount of \$50,000.00 and the airports share of it will be up to \$12,500.00. Staff is recommending that the Board concur with the committee's recommendation to select Roth Sheppard Architects to perform the study and authorize the Chairman to sign the contact.

*Commissioner Murray made a motion for the Board to concur with the committee's recommendation to select Roth Sheppard Architects and to authorize the chairman to sign the contract. Commissioner Wagner seconded. Voice Vote. All Ayes.*

**X. Any other business which may come before the Board**

Chairman Wood mentioned Mr. Mike Stokes from Dynetics – Security solutions contractor.

**XI. Adjourn**

*Commissioner Wagner motioned to adjourn. Commissioner Nelson seconded. Voice Vote. All Ayes.*

*The meeting adjourned at 6:44PM.*

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Steve Wood, Board Chairman

***ATTEST:***

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Victoria Villa, Clerk to the Board