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**Grand Junction Regional Airport Authority Board**  
**Board Meeting**  
Meeting Minutes  
May 16, 2017

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**REGULAR BOARD MEETING**

**Time: 4:00PM**

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**I. Call to Order & Pledge of Allegiance.**

Mr. Rick Taggart, Board Chairman, called the Meeting of the Grand Junction Regional Airport Authority Board to order at 4:00PM on May 16, 2017 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Rick Taggart, Chairman Tom Benton Tim Pollard Dave Murray Paul Nelson Robin Brown  <i>Airport Staff:</i> Kip Turner Victoria Hightower, Clerk Ty Minnick Jodi Doney Eric Trinklein Chance Ballegeer	<i>Other:</i> Brad Rolf, Mead & Hunt John Manee, DOWL Steve Wood, Citizen Dave B. CAP Bob Caskey, Citizen Erling Brabaek, WSA Kristina H., Dynetics Mike Stokes, Dynetics Guy Parker, GJAUTA Bruce Verstraete, VAF Sam Williams, Powderhorn Brian Harris, TCA Mike Price, TCA Bill Marvel, GJAUTA Sandra Caskey, Citizen Ryan Hayes, Mead & Hunt Ken Watkins, GJ Fire Sterling Hurst, EAA 800/Hawk Shannon Kinslow, TOIL Bradley Barker, CAP Charles Sheppard, Envoy/AA Brian Harrison, GJRAA
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**II. Approval of Agenda**

None.

*Agenda was approved by major motion.*

**III. Conflict Disclosures**

Commissioner Murray – None  
Commissioner Nelson – None  
Commissioner Pollard - None  
Commissioner Taggart – None  
Commissioner Benton – None  
Commissioner Brown - None  
Commissioner McDaniel – None

**IV. Motion into Executive Session**

- V. *Commissioner Nelson made a motion for the Board to move into executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters person to particular employees; mores specifically to discuss the appointment of an interim Airport Manager and potential candidates for the position. Commissioner Benton seconded. Voice Vote. All Ayes.*

**VI. Adjourn Executive Session and move into regular board meeting**

**VII. Commissioner Comments**

Chairman Taggart commented that he is saddened to lose Kip Turner. Chairman Taggart stated that in the year that Kip has been here has pushed forward an agenda that was aggressive and the thought that they are now moving towards a runway, that they are going to in fact update the terminal and they are tackling an administrative building, they have put the legal issues that were so time consuming behind them. Chairman Taggart told Mr. Turner that he could never thank him enough for everything he has done for this airport this last year and he is going to miss him both personally and professionally.

**VIII. Citizens Comments**

None.

**IX. Consent Agenda**

- A. March 28, 2017 Regular Meeting Minutes
- B. April 11, 2017 Special Board Meeting Minutes
- C. April 27, 2017 Special Board Meeting Minutes
- D. G4S Invoice
- E. Architect/Engineering Services Contract
- F. FAA Lease
- G. General Engineering On-Call Consultant Services Contract (EOR)
- H. AIP 54 Notice to Proceed IHC
- I. Runway Consultant Service for Runway 11/29 Replacement Project Contract

- J. Garver Task Order A
- K. Landside Fog Seal Project

*Commissioner Brown made a motion for the Board to accept the consent agenda. Commissioner Nelson seconded. Voice Vote. Ally Ayes.*

**X. Staff Reports**

**A. Directors report**

Mr. Turner stated that it has been a privilege to be here for the year that he's been here, it's a great airport, great community and he is very humble and appreciative to be a part of this.

Mr. Turner presented a couple of pictures of some outside projects. Mr. Turner said that the maintenance department did an outstanding job, they planted 51 perennials and 3 pinon pine trees and they designed the landscape to have color from early spring until autumn. Mr. Turner said that they continue to do a wonderful job at keeping the ground looking great.

Mr. Turner stated that they wrapped up their triennial exercise this past week and they had 175-200 attendees and would like to thank all of the agencies that participated. Mr. Turner said that the season flight to LA kicks off June 3<sup>rd</sup>. Mr. Turner said that they just wrapped up their team builder exercise which was a gym class. Staff also just wrapped up their softball season with a win on their last game of the season.

Finally, Mr. Turner stated that they has another impressive month of growth with enplanements.

**B. Financial Update**

Mr. Minnick briefed the Board on the airport's current financial status (financial results report created by Ty Minnick).

**Assets** – Cash remains lower than year-end as a result of the \$520,000 payment to the FAA. However, there was a higher than budgeted and prior year operating income. Additionally, the \$170,000 refundable amount from the FAA for the RTR relocation is also in accounts receivable.

**Liabilities** – The accrued liability balance was reduced in February for the payment for approximately \$520,000 due to the FAA.

**Aeronautical Revenue** – Landing fees were higher compared to prior, consistent with the larger aircraft flying to GJT. Fuel tax is lower than prior year as the related disbursement period gallons sold remains lower than prior year, an additional payment for \$14,000 was received after the April closed. Fuel flowage was down with 145,000 gallons in April 2017 vs 180,000 gallons in April 2016.

**Non-Aeronautical Revenue** – Parking revenue is high than budget and prior year due to the increase in enplanements. Terminal rent is higher than budget due to the retention of the third floor office space held by the TSA.

**Operating Expense** – Year to date contract services are lower than budget and prior year due to the decrease in attorney fees. The decrease in repairs and maintenance is a result of the installation of carpet in the boarding area in 2016. All other operating expenses are consistent with budget and prior year.

**Non-operating Revenue/Expense** – PFC revenue is ahead of budget and slightly behind prior year due to the timing of PFC disbursements from airlines.

**C. Communications, Events and Activity Update**

Ms. Jodi Doney briefed the Board on an ad created by the VCB to attract passengers to Grand Junction and they have had a lot of support from the Air Service Task Force in marketing effort for the direct flight to LA. Ms. Doney gave some background information on GJRA for new board members. Ms. Doney briefed the Board on recent events and stated that the full scale emergency drill was a huge success, she got a lot of good feedback. Ms. Doney said that this Thursday they are having a celebration for all tenants, primarily ARFF and the airlines because this year has been a record year in diversions.

**D. Projects Update**

Mr. Eric Trinklein briefed the Board on current projects. Mr. Trinklein said that AIP 52, is scheduled to be complete in June. AIP 54 – Garver was selected as engineer of record and the master service’s agreement and scope of work were in the Consent agenda, its 150 day project starting June 9<sup>th</sup> and ending November 15<sup>th</sup>. A pre-construction meeting is being held with Garver and IHC on May 18<sup>th</sup> to work out some final details. Mead and Hunt was selected as the consultant for the \$100million runway replacement project. Mr. Trinklein said that Mead and Hunt will be delivering a draft scope of work for review with the FAA and the Airport. Mr. Trinklein said that the final scope will be delivered on the 2<sup>nd</sup> of June for GJRA to review and begin the fee negotiations which will be completed by June 9<sup>th</sup>. Mr. Trinklein said that they are hoping to have all those items taken care of by June 20<sup>th</sup>. Mr. Trinklein said that there is a planned outage of the instrument landing system (ILS) on runway 11 June 12<sup>th</sup> through July 7<sup>th</sup>.

**XI. Discussion Items**

**A. Discussion of Possible partnership for Foreign Trade Zone and Customs facility**

Mr. Turner briefed the Board. Mr. Turner said that the Board entertained the idea with the Foreign Trade Zone (FTZ) Committee to look at the possibility of being a potential partner if a FTZ was formed and/or to also look at how a partnership might look to include possibly a presence of customs on the airport.

Mr. Turner said that Diane Schwenke was present at the meeting to provide an update to the board on the status of the FTZ.

Ms. Schwenke said that they do have representation from their group which has now transitioned from The Grand Junction Air Service Task Force to The Grand Junction Regional Air Service Alliance. Ms. Schwenke said that they came in about the December time frame and it was in conjunction with the partially completed building. Ms. Schwenke gave the board a quick review of what they are looking at. Ms. Schwenke said that the City of Grand Junction and Mesa County put fund forward to hire a consultant for them to move forward with the FTZ application. Ms. Schwenke said that she and Ms. Kristi Pollard are the two deputized representatives to head that process. That consultant has been hired but they have to have something first before they can move forward with the FTZ application. Ms. Schwenke said that before they can submit an application they have to have assurances that they will be able secure the services of a customs officer. The FTZ application is handled by the Department of Commerce and US Customs handles the deployment of customs officers. Ms. Schwenke said that in order to secure the services of a customs officer, they don't meet the minimum criteria for customs to pay for it so they are going to have to come up with ongoing funding to support that person but even more important is they have to identify a space that will meet their criteria such as 2,500sq ft. is the minimum space and they also have to have access to the tarmac. Ms. Schwenke said that as they have looked at the entire landscape around the airport, this partially completed building is really their only option. Ms. Schwenke said that they would like to know what the board's intentions are for that building so they can hopefully move forward. Ms. Schwenke stated that if there is a customs officer in Grand Junction, then the airport becomes an international airport capable of accepting not just freight but passengers. Ms. Schwenke said that they have been looking at proposals for what it would cost if the airport enclosed the building and what it would cost for them to finish the space, and they are estimating that that will be about the \$300,000.00 range. Ms. Schwenke said that as it comes to supporting the ongoing cost of having a customs officer and they are hoping that at some point the airport will be willing to partner with them in some of those overhead cost.

Chairman Taggart said that the most critical part of this decision is the fact that whatever cash is needed to complete the shell has to come from the airports cash flow. Chairman Taggart said that they are doing an analysis of the cash flow of demands for not only this project but for the match that they have to do on the runway project, and asked if they would have the analysis for the June meeting so they can move this from a discussion to a potential decision.

**B. Discussion and presentations related to the unfinished building on 800 Eagle Dr.**

Mr. Turner said that the last discussion back in the December time frame staff was given direction by the Board to pursue to see what the potential was from

both a planning perspective for structural integrity and also from a preliminary financial perspective and they have done that. Mr. Turner said that they retain services of Mead and Hunt from a planning perspective and they came back with a quick study of the planning outlook of that. Mr. Turner gave a quick over-cap of the findings. The planning perspective came back that it does meet their long range plan and it does make sense for the airport from a planning perspective to include a customs in that building and also works for their long term and short term planning. Mr. Turner said that they retained services of a Structural Integrity Engineer to go out and look at the building to see if the building could be completed because it has been weathered since 2014, and that report came back that the building is good to be completed, a couple things would have to be done but nothing significant, so the building is structurally intact. Mr. Turner said that they internally looked at the capability of the building financially, and from the internal financial analysis and review they figured out that through a five year planning period if they moved just one project that is slated for year five out one year, which is runway 4/22 maintenance project, then they are capable of being able to provide what they think might be an estimate that they feel would cover the build out of the building. Mr. Turner said that they also did an internal engineering analysis to determine what that cost might be and that was provided to the Board. Mr. Turner said that they could discuss those numbers if the board wanted to but anytime a discussion takes place on engineer estimates creates a possibility of tipping the scale on an RFP process.

Commissioner Murray asked if there was a potential global cost for the skin of the building.

Mr. Turner said that they have an engineer estimate that was put together by Mr. Trinklein but didn't want to announce it so it didn't affect the RFP process.

Commissioner Murray asked for Mr. Turner to send that to the Board.

Commissioner Brown said that she would love to see this building complete because it's an embarrassment to the community and she would like to see staff actually have offices and she feels like and FTZ should have been pursued a long time ago.

The Board tasked staff to draft an RFP for design build services.

**C. Presentation by TCA Architecture on the study to consider a possible joint fire station with Grand Junction Fire Department**

Mr. Turner stated that they have the TCA Architecture group present to give a presentation to the board on the study that was conducted in joint effort to determine the possibility of a potential partnership on the joint fire station between the City of Grand Junction and the Grand Junction Regional Airport Authority.

Representative from TCA Architecture gave a power point presentation to the Board on the joint fire station study they have been working on for the past year.

**D. Discussion of the ground radar system gates/fencing options**

Chairman Taggart stated that he wanted to recognize the former Chairman of this Board for a long time, Steve Wood, who has been a driver with the security committee as well as Dave Krogman and Guy Parker.

Mr. Turner said that Mike Stokes with Dynetics is here to give an update to the board and answer any questions. Mr. Turner said that they forwarded the Board some information that is not for public due to the security sensitive nature.

Mr. Stokes gave a brief presentation to the Board on a power point presentation that is only available to the Board due do the sensitive security nature of the information.

Commissioner Benton said that the angle for where the system is set up is pretty well focused on the GA area versus over by the primary terminal.

Commissioner Benton said that they heard last month of a woman who cut one fence and climbed over another and go in and the camera didn't pick it up just because of the way she entered. Commissioner Benton asked from Mr. Stokes to speak about the location of the camera and why that was targeted for the GA and West Star area.

Mr. Stokes said that the cameras don't react to anything on their own, they only look at what the radar tells them to look at. Mr. Stokes said that it doesn't matter where the camera is at, it matters what the radar can see, but because of the focus on most of the eastern portion of the airport the ARFF camera that would have caught it if the radar could see this young lady, the position of the ARFF camera ensures that it is blocked by the ARFF roof.

Mr. Chance Ballegeer, Airport Security Coordinator, invited the Board out to the airport for a tour of the system to give the board a better understanding of the whole system.

Mr. Steve Wood went over the history and timeline of bringing on Dynetics with this system for the benefit of new board members.

Mr. Guy Parker suggested to have a security sensitive executive session where they can lay everything out in a lot more detail for the board.

Mr. Caskey stated that he has never seen anything disbanding the Security Solutions Committee and he thinks that would be premature and he thinks the Board should ask Dynetics to come back for the executive meeting.

Mr. Bill Marvel stated that he was also not aware that the committee was disbanded and he is concerned that that apparently did not occur in a public meeting, but the people on this committee are the experts on how this system works and as TSA confronts different issues he thinks the Security Solutions Committee is the only group around who is capable of handling that. Mr. Marvel said that if they were in fact removed as a committee he would ask that the Board reappoints them so they can continue to do the work with the TSA as required.

Mr. Ballegeer stated that in it was mentioned in January about dissolving the committee.

Mr. Turner stated that Chairman Wood was the Chairman at the time and the committee was dissolved when the Board reappointed the committees for the year.

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

Airport Attorney Karl Hanlon, said that they are going to be looking at collecting information from various organizations that might have executives available for the Interim Manager. Mr. Hanlon said that he would like to have an executive session in two weeks to review resumes and also have a regular session just in case the Board needs to take any action related to that. Mr. Hanlon stated that his office in conjunction with Kip and the Board Chairman will work on an RFP for a search firm to fill the permanent spot.

Chairman Taggart stated that he knows there are many people concerned about the Board's approach to minimum standards and they are now at a point where they are losing a key leader (Kip) and this could cause a significant delays again. Chairman Taggart suggested discussing the option of potentially doing an RFP to gain the services of a firm that has the expertise and for the purposes of doing a good evaluation of the minimum standards.

Commissioner Pollard said that he wants to make sure that they identify the issues their stakeholders raised.

Commissioner Brown said that she feels as like if they are going to put out an RFP and engage a consultant they are just kicking the can down the road when she feels like they could sit down in a room and compare their minimum standards to other airports and figure out what the problems that the GA have that they can solve. Commissioner Brown said that she feels like they could do this themselves

Chairman Taggart stated that he wishes he were that confident, he has read documents and compared to a lot of different airports and he wishes the FAA could help them out because all they give are vague guidelines.



*Commissioner Benton made a motion to request staff to prepare an RFP to assist the Board a review of the minimum standards and to help take them through the process including workshops to help revise the minimum standards for what their airport could look like in the future. Commissioner Nelson seconded. Voice Vote. All Ayes.*

**XIII. Adjournment**

*Meeting adjourned at 8:06pm.*

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Rick Taggart, Board Chairman

***ATTEST:***

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Victoria Hightower, Clerk to the Board