



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
May 30, 2017

SPECIAL BOARD MEETING

Time: 5:15PM

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 5:15PM on May 30, 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 Jodi Doney Eric Trinklein Chance Ballegeer	<i>Other:</i> John Manee, DOWL Shannon Kinslow, TOIL Drew Armstrong, Citizen Scott Carry, Mead & Hunt Brian Harrison, GJRAA
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II. Approval of Agenda

None.

Commissioner Benton moved to approve the agenda as presented. Commissioner Nelson seconded. Voice Vote. All Ayes.

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 Murray 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

None.

VIII. Citizens Comments

None.

IX. Discussion/Action Items

A. Appointment of Interim Airport Manager

Airport Attorney, Karl Hanlon, said that at the direction of the Board a couple of weeks ago, he and the Chairman took a look at a wide variety of potential candidates for the interim position and narrowed it down to one candidate, Mr. Mark Achen. Mr. Hanlon said that the Board has an opportunity to meet with Mr. Achen in executive session. Mr. Hanlon said that if the Board chooses to appoint Mr. Achen as their interim they would also be approving the contract and interim agreement that outline that Mr. Achen will be taking on the pay and benefits of the exiting Executive Director.

Commissioner Brown said that the airport hasn't been very lucky in the last couple of years and having Mr. Achen in the community seems to be a lucky break for them. Being an interim director is a strange role to fill but it's lucky that Mr. Achen has the history of being the Interim Director at a number of cities around the state.

Commissioner Benton stated that he appreciates the review that the Chairman and Karl did in the last ten days and thanked them for bringing former City Manager Mark Achen as a candidate.

Commissioner Benton made a motion for the Board to adopt the interim employment agreement as prepared by their counsel, Karl Hanlon. Commissioner Brown seconded. Voice Vote. All Ayes.

B. Discussion and/or action regarding procurement options for the building at 800 Eagle Drive.

Chairman Taggart commented and said that they have been approached by partners within the community to explore putting a foreign trade zone (FTZ) within that administration building on the first floor and Mr. Trinklein has some options for the board to discuss in regards to an RFP. Chairman Taggart said that he was alerted at the close of last week that there can only be so many FTZ's within a region. Chairman Taggart said that he was informed that they may have a community that if GJT doesn't move quickly is prepared to put an application in for this FTZ and that would not be good for the City of Grand Junction. Chairman Taggart said that they are not asking to make a final decision but to get this to an RFP as quickly as they can. Chairman Taggart said that once they have the RFP they will know how this fits in their cash flow if it does at all.

Airport Engineer, Eric Trinklein, briefed the Board on the procurement option for the building. Mr. Trinklein said that the first option would be to have internal staff provide an invitation for bid (IFB) using the existing plan specs, it would require the contractor to make some assumptions so they would need to allow for that with contingency. Staff would need time to put together the IFB and also reach out to other local public entities like the City, the County, and CMU just to double check that their procurement is solid. Mr. Trinklein said that once they have their bid documents out there will be an option to have an architectural firm review their RFP to be sure it is standard and compliant. Once the responses are received the contractor would most likely provide a list of exclusions to the contract and staff and the architects would review those exclusions to evaluate what the potential risk and potential cost would be. Mr. Trinklein said that the second option would be working with the architect to take existing documents, doing a review, and do a more in depth analysis and create a bridging document. Mr. Trinklein said that this process would be directed by staff to keep on an expedited schedule. Mr. Trinklein said that this option does provide more clarification and expertise and captures more of the unknowns. This option includes a budget of \$20,000.00.

Chairman Taggart said that with option two it's important to note that the preliminary information they received from Mead and Hunt to create the bridging documents is around 8 weeks and that's before they could do an RFP and they have given a range of price of \$40,000.00-\$70,000.00 to do this. Both options would have the building end up in a vanilla state.

*Commissioner Pollard made a motion for the Board to direct staff to pursue option one with using best efforts and all resources available to them under the \$20,000.00 budget to get this document on the street in two weeks.
Commissioner Brown seconded. Voice Vote. All Ayes.*

C. Committee Assignments (ad hoc committees)

Chairman Taggart stated that present they have three committees, the Audit Committee which is chaired by Commissioner Benton, the Compliance Committee which only has one board member on it, and the Litigation Committee. Chairman Taggart said that given the fact that they have solved their major litigation, he would recommend disbanding it since they don't need that committee at this point. Chairman Taggart said that on the Compliance Committee he would like to get another board member involved. Commissioner McDaniel volunteered to be the other board member on this committee. Chairman Taggart suggested to have three committees from an ad hoc stand point and two board members on each. Chairman Taggart recommended a search committee that will work very closely on this executive search and work with Mark to reviews RFP submittals for firms and make a recommendation to the board and follow a similar path when it comes to candidates. Chairman Taggart also recommended a Security Committee and a Minimum Standards Committee.

Minimum Standards Committee:
Commissioner Brown
Commissioner McDaniel

Security Committee:
Commissioner Nelson
Commissioner Pollard

Search Committee:
Commissioner Benton
Chairman Taggart
Commissioner Pollard

X. Any other business which may come before the Board

Commissioner Brown stated that she felt like they were put in an awkward situation with the RFP for the building tonight as a result of years of a lot of turnover on the Board and the staff, and she thinks it would be good for them to plan some kind of strategic planning session at some point.

XI. Adjournment

Commissioner Nelson motioned to adjourn the meeting. Commissioner Murray seconded. Voice Vote. All Ayes. Meeting adjourned at approximately 7:20pm.

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board