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**Grand Junction Regional Airport Authority Board**  
**Board Meeting**  
Meeting Minutes  
November 28, 2017

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**SPECIAL BOARD MEETING**

**Time: 5:15PM**

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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 5:15 PM on November 28, 2017 in Grand Junction, Colorado and in the County of Mesa.

<i>Commissioners Present:</i> Rick Taggart, Chairman Tom Benton Chuck McDaniel Robin Brown Erling Brabaek Thaddeus Shrader Clay Tufly  <i>Airport Staff:</i> Mark Achen Victoria Hightower, Clerk Chance Ballegeer, Deputy Clerk Ty Minnick Eric Trinklein Ben Peck Mark Papko Shelagh O’Kane	<i>Other:</i> Ryan Springer, Sequent Drew Armstrong, Finance & Audit Committee Kent Taylor, CAF
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**II. Approval of Agenda**

Mr. Mark Papko requested to add Fuel Farm Pavement Rehabilitation to the agenda.

*Commissioner Benton made a motion for the Board to approve the agenda with the added item. Commissioner Shrader seconded. Voice Vote. All Ayes.*

**III. Commissioner Comments**

Chairman Taggart commented and stated that he was not at the last meeting but has received emails on the issue of the fence and a reinstatement of the Security Solution Committee (SSC). Chairman Taggart stated that the SSC was dissolved by the former chairman, Steve Wood, just about a year ago. It was not dissolved by this Board. Chairman Taggart said to reinstate for the issues they are facing today, in his humble estimation, is not a good strategy for one basic reason. The discussions that need to take place, if there is any opening to discuss the fence and/or gates, has to take place with the FAA and TSA. Chairman Taggart said that the SSC is not cleared to have those conversations, nor will they be cleared to have those conversations. Those conversations will need to take place by senior management. Chairman Taggart said that if there is any opening, what-so-ever, that needs to be done by staff.

#### **IV. Citizens Comments**

→ **Kent Taylor, CAF**

Comment outline provided by Mr. Taylor.

##### **“Announcement**

The CAF Rocky Mountain wing is pleased to announce the placement of our 1945 Grumman Avenger Torpedo Bomber on the National Register of Historic Structures, effecting November 13, 2017.

Our TBM is only the sixth aircraft to be placed on the National Register, and is currently the one of two flying, and will soon be joined by a third that is in restoration and which may be flying soon. The other three places are strictly static displays in museum.

We will be scheduling a celebration after the holidays, and hope that the Board and Airport staff will join us, along with their families.

##### **Request**

Mr. Taylor requested for the Board to reinstate an advisory committee to work with the manager.”

#### **V. Discussion/Action Items**

##### **A. ADK Executive Search invoice**

Mr. Minnick stated that this is the third and final instalment of the ADK contract, includes \$12,000 plus travel expenses.

Mr. Shrader asked if it was possible to keep some sort of retainage until they are absolutely done with the process of hiring the new Executive.

Mr. Minnick said that they could but it wasn't part of the contract. Mr. Minnick asked if the board would like to hold on to the invoice until the December 19<sup>th</sup> board meeting to see if things are wrapped up.

*Commissioner Benton moved for the Board to table the approval of ADK search invoice to the December 19<sup>th</sup> board meeting. Commissioner Brown seconded. Voice Vote. All Ayes.*

#### **B. Accounting software purchase**

Mr. Minnick briefed the Board. Mr. Minnick said that back in August he discussed with the audit committee the issues that they are having with their current software, Caselle. Mr. Minnick stated that it's a government software that is poor performing and continues to get worse. Mr. Minnick said that in this procurement they outsourced EKS&H, who is the airport's audit firm, and they have a division that put out a request for information from a handful of software companies and they received three bids back. Mr. Minnick said that he and Ms. Shelagh O'Kane did demonstrations with each of them. Mr. Minnick stated that they did a demo with Sage Intacct which seemed to fit their needs and it's priced in the middle of the three so that is the one they are selecting.

Further discussion took place about the software being cloud based.

Commissioner McDaniel stated that he finds it troubling that there are only two users. Commissioner McDaniel feels that there should be one more user for oversight purposes.

Mr. Minnick said that they could get more user licenses, they are expensive.

Other discussion took place in regards to the airport owning the data without an additional fee if there is ever a separation. More information is needed.

*Commissioner Tufly made a motion to move forward with the question of the data being answered to their satisfaction that the airport will own the data. Commissioner Brown seconded. Voice Vote. All Ayes.*

#### **C. Fuel Farm Pavement Rehabilitation**

Mr. Papko briefed the Board. Mr. Papko stated that this is in regards to their airfield fuel farm where they currently have about 2,500sq. ft. of asphalt that is failing. Mr. Papko said that they are looking to complete concrete repair, so they would remove the asphalt and put down new concrete. This will be done in two phases in order to keep the fuel farm up and running during construction. Mr. Papko said that they received two bids, one from More Storage and one from Adcock Concrete. At the low end they are at \$20,882 and that is with staff removing the current asphalt and them doing all of the concrete work, and on the high end they are at \$26,166 and that is with the contractor doing everything. Mr. Papko said that he isn't looking for approval of any one invoice, but asking for approval up to the amount of \$26,166 but pending more conversations and negotiations with the contactors and also to evaluate and to determine if they can remove the asphalt in house.

*Commissioner Brown moved for the Board to approve up to \$26,166 for the removal and replacement of asphalt/concrete. Commissioner Benton seconded. Voice Vote. All Ayes.*

**VI. Executive Session**

As required by the Colorado Open Meetings Law, a tape recording is being made of our discussions now and during the executive session.

All members of the Board are present except

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There is a quorum present.

**Executive Session** is for the purpose of discussing personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting as authorized by C.R.S. Section 24-6-402(4)(f) and For the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators as authorized by C.R.S. Section 24-6-402(4)(e) more specifically for the position of Executive Director.

As well as, to conference with the attorney for the Board for the purposes of receiving legal advice on specific legal questions relating to pending or threatened litigation C.R.S. Section 24-6-402(4)(b).

*Commissioner Benton moved for the Board to go into Executive Session to discuss security details and applications for airport manager per the C.R.S. previously stated and also discussing pending threatened litigation. We will vote on this motion by a roll call vote. Commissioner Brabaek: Aye, Commissioner McDaniel: Aye, Commissioner Tufty: Aye, Commissioner Shrader Aye, Commissioner Brown: Aye, Commissioner Benton: Aye, Chairman Taggart: Aye. 6:01PM*

**VII. Adjournment and Move into Open Session 7:38PM**

**A. Executive Director Employment Agreement**

No discussion & no action.

*Commissioner Benton made a motion to adjourn. Commissioner McDaniel seconded. Voice Vote. All Ayes.*

Meeting adjourned at 7:38PM

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Rick Taggart, Board Chairman

***ATTEST:***

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Victoria Hightower, Clerk to the Board