



Grand Junction Regional Airport Authority Board
Board Meeting
Meeting Minutes
December 19, 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 5:15 PM on December 19, 2017 in Grand Junction, Colorado and in the County of Mesa.

<p><i>Commissioners Present:</i> Tom Benton, <i>Vice-Chairman</i> Chuck McDaniel Robin Brown, Present by phone Erling Brabaek Thaddeus Shrader</p> <p><i>Airport Staff:</i> Victoria Hightower, <i>Clerk</i> Chance Ballegeer, <i>Deputy Clerk</i> Mark Achen Ty Minnick Eric Trinklein Shelagh O’Kane</p>	<p><i>Other:</i> Bradley Barker, CAP Scott Carry, Mead & Hunt Shannon Kinslow, TOIL Frank McIllwain, Garver Kent Taylor, CAF-RMW</p>
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II. Approval of Agenda

Mr. Minnick requested to remove agenda item A. Commemorative Air Force lease.

Mr. Achen requested to add Ratification of ADK’s invoice. Commissioner McDaniel asked for the invoice to be on Discussion/Action Items.

Commissioner Brabaek moved for approval of the agenda with the said changes. Commissioner McDaniel seconded. Voice Vote. All Ayes.

III. Commissioner Comments

Commissioner Tufly announced that US Navy Blue Angels put Grand Junction on their schedule for July 27th and 28th of 2019.

Commissioner Benton stated that he and Commissioner Brown, along with staff, had a discussion earlier in the week about the unfinished admin building. Commissioner Benton said that staff was very helpful in giving some guidance for the RFI (request for information) that they plan to have out some time in January.

Commissioner Brown commented that the reason she is not at the meeting is because she is in Denver for a meeting with the Port Director about a potential customs and foreign trade zone (FTZ). Commissioner Brown stated that the meeting went very well and the Port Director is very supportive of them moving forward to submit an application for the customs office which would allow for the FTZ.

IV. Citizen Comments

None.

V. Consent Agenda

- A. November 9, 2017 Meeting Minutes
- B. November 16, 2017 Meeting Minutes
- C. November 28, 2017 Meeting Minutes
- D. December 5, 2017 Meeting Minutes
- E. G4S invoice
- F. DKMG invoice
- G. Veoci invoice
- H. Mead & Hunt invoice – boarding bridge design
- I. Mead & Hunt invoice – terminal renovations design

Commissioner moved to approve the consent agenda. Commissioner Brabaek seconded. Voice Vote. All Ayes.

VI. Staff Reports

A. Financial report

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

Assets – Cash is consistent with prior year. The increase in accounts receivable is a result of payments due from FAA for AIP projects 54, 55 and 56 for a total of approximately \$925,000. Project costs have been submitted for reimbursement and have been getting paid in a timely manner.

Liabilities – The accounts payable balance was reduced in February for the payment for approximately \$520,000 due to the FAA, along with the payments to Jviation and Armstrong.

Operating Revenue – Ahead of budget and prior year. Airline revenue year to date of approximately \$1,650,000 and combined parking and rental cars of \$2,460,000. Total operating revenue for 2018 to \$5,833,000 versus \$5,678,000 for 2017, approximately \$155,000 ahead of prior year.

Operating Expense – The total operating expense is \$300,000 ahead of budget and \$140,000 ahead of prior year. The majority of the variance is effected by the cost savings from legal fees incurred in 2016. Resulting in an operating gain of \$2,317,000 year-to-date versus \$2,019,000 prior year, a net gain of approximately \$300,000 over prior year.

Non-operating Expense – The budget expected significant expense in 2018 related to the passenger boarding bridge and terminal renovations. Due to the delay in these projects there has been a lower than expense.

Mr. Minnick stated that the January meeting is not scheduled yet but is usually the third Tuesday of the month and said that if it is okay with everyone, they will just keep it the same for January.

B. Activity report

Ms. O’Kane briefed the board. Ms. O’Kane stated that enplanements are back up in the month comparative to November of last year by just over 4% which keeps them above year-to-date and over the 5 year average.

VII. Discussion/Action Items

A. Commemorative Air Force Lease (removed from agenda)

B. Airport projects invoices, grants and updates

Mr. Trinklein briefed the board on the following items:

1. IHC invoice – east apron

This invoice is the progress billing for work completed on the East Terminal Apron Rehabilitation Project. The invoice includes work completed for the period between 10/24 through 11/30. The billing includes 57% of the contract and does not include payment for concrete. Total invoice \$594,221.69

Commissioner Tufly moved for the Board to approve the IHC invoice – east apron, for the amount of \$594,221.69. Commissioner Brabaek seconded. Voice Vote. All Ayes.

2. Garver scope amendment – east apron

The proposed amendment accounts for additional work service provided by Garver to facilitate contract suspension. The East Terminal Apron Construction project had to be suspended to allow the Contractor time to develop a new concrete mix design. The tight timelines for each phase made it impossible to continue work. Construction Administration work is eligible for FAA

reimbursement. The cost proposed with this amendment is accounted for under the current Grant and Airport Budget. Total cost \$15,362.40.

Commissioner McDaniel made a motion for the Board to approve Garver scope amendment No. 1– east apron for the amount of \$15,362.40. Commissioner Tufly seconded. Voice Vote. All Ayes.

3. Garver invoice – east apron

The invoice includes work by Garver on the East Terminal Apron Project through November 24 as a progress billing. Work included Construction Administration and Inspection fees and expenses. Total invoice \$102,711.27.

Commissioner McDaniel made a motion for the Board to approve the Garver invoice for the amount of \$102,711.27. Commissioner Brabaek seconded. Voice Vote. All Ayes.

4. Garver scope approval – Taxiway A Rehabilitation

Work Order No. 3 is for design and bidding services for the Taxiway A Rehabilitation Project. Improvements will consist primarily of mill and overlay of the heavily used east and west ends of Taxiway A. Total cost \$146,900.

Commissioner Tufly moved for the Board to approve Garver scope – Taxiway A Rehabilitation for the amount of \$146,900. Commissioner McDaniel seconded. Voice Vote. All Ayes.

5. Mead & Hunt invoice – runway design

This invoice is the progress billing for the Runway Design. Progress this period includes completion of the Program Validation effort, as well as continuing design efforts on the 30% Runway Design, RTR Grading Package, and 27 ¼ rd. Total invoice \$332,338.57.

Commissioner McDaniel moved for the Board to approve the Mead & Hunt invoice – runway design for the amount of \$332,338.57. Commissioner Brabaek seconded. Voice Vote. All Ayes.

6. Remote Transmitter/Receiver – geotechnical analysis

The work effort proposed in this scope of work was originally planned to be completed by FAA Air Traffic Organization for the design of the Remote Transmitter/Receiver (RTR). In order to expedite the process it is administratively advantageous to remove the work from the FAA and have the services included by the Runway Consultant, Mead & Hunt, under the current contract as a ‘pass through cost’. There is no monetary mark up for Mead & Hunt to contract this work. If approved, the savings to the Airport will be realized during final close out of the Reimbursable Agreement between the FAA and GJT. Total cost \$13,900.

Commissioner Tufly moved for the Board to approve Remote Transmitter/Receiver – geotechnical analysis, for the amount of \$ 13,900. Commissioner McDaniel seconded. Voice Vote. All Ayes.

C. ADK Invoice

Mr. Achen briefed the Board. Mr. Achen stated that staff received the bill from ADK two days after the execution of the employment agreement and according to the contract, the final payment was due and ADK made a plea for payment promptly because the project proceeded longer than they had anticipated. Mr. Achen said that Chairman Taggart had reminded him that he (Chairman Taggart) had to personally persuade the Kuelzman's to take this project on and felt that the airport had a responsibility for prompt payment. Mr. Achen stated that Chairman Taggart also felt that to wait on making the payment would not convey the appropriate appreciation for their performance so he agreed to make the payment. Mr. Achen said that he would recommend for the Board to consider ratification of that action.

Commissioner McDaniel said that the resolution on November 28 says "Commissioner Benton moved for the Board to table the approval of the ADK Search invoice to the December 19 board meeting. Commissioner Brown seconded. Voice Vote. All Ayes." Commissioner McDaniel said that was the direction of the Board. Commissioner McDaniel stated that he is worried because this is a board that had to sign a non-prosecution agreement with the US Attorney only a few years ago over its governance and practices, and he thinks this is outside good governance and practices.

Mr. Hanlon stated that he is concerned as well because he was not consulted on this, and he feels that is an issue that they need to have a very frank conversation regarding how they operate as a Board. Mr. Hanlon stated that they need to have a conversation to make it clear exactly what authority the Chair or any member of the Board might have to act, because it is very troubling that the action took place.

Commissioner McDaniel said that he agrees that ADK is owed the money and he would have voted tonight to approve that money.

Mr. Hanlon stated that he doesn't see any reason to not ratify the action but he would recommend having a conversation regarding how these matters are handled in the future.

Commissioner Tufly made a motion to ratify the payment of the ADK invoice. Commissioner Brabaek seconded. Voice Vote. All Ayes.

VIII. Any other business which may come before the Board

IX. Adjournment

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

Meeting adjourned at 6:18PM

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board