



Grand Junction Regional Airport Authority Board
Board Meeting
 Meeting Minutes
 January 16, 2017

REGULAR 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 January 16, 2018 in Grand Junction, Colorado and in the County of Mesa.

<p><i>Commissioners Present:</i> Rick Taggart Tom Benton, <i>Vice-Chairman</i> Chuck McDaniel Robin Brown Erling Brabaek Clay Tufly Thaddeus Shrader</p> <p><i>Airport Staff:</i> Angela Padalecki, Executive Director Victoria Hightower, <i>Clerk</i> Chance Ballegeer, <i>Deputy Clerk</i> Ty Minnick Eric Trinklein Mark Papko Shelagh O’Kane</p>	<p><i>Other:</i> Ryan Hayes, Mead & Hunt Scott Cary, Mead & Hunt Drew Armstrong, Finance & Audit Committee Chris Nocks, ACI Justin Pietz, ACI Guy Parker, GJAUTA Bradley Barker, CAP Charles Sheppard, American Airlines</p>
---	---

II. Approval of Agenda

*Commissioner Benton moved for the Board to approve the agenda as presented.
 Commissioner Shrader seconded. Voice Vote. All Ayes.*

III. Commissioner Comments

Commissioner Brabaek commented that he found it difficult for him to get a good understanding on details of the budget and he needed to ask questions, but feels limited due to a policy that the Board in not to interact with staff and speak to them directly.

Commissioner Brabaek stated that he would like if at some point they could discuss that policy and somehow rescind that.

Chairman Taggart stated that the policy is not that the Board doesn't interact with staff but that the communications always begin with the Executive Director, so that the Executive Director, at all times, knows what is going on.

Commissioner Brabaek stated that he fully supports that and he thinks that should be clarified with staff because there are some staff members that have expressed that they are not allowed to speak with board members one-on-one.

Commissioner McDaniel said that in November they talked about having a governance workshop and he would really appreciate if they could do that sooner rather than later.

Chairman Taggart said that they would like to plan an open house at the airport to introduce Angela, to say a formal goodbye to Mark Achen and to allow the community to get a better understanding of the major projects such as the runway project and foreign trade zone (FTZ).

Discussion took place concerning a possible workshop in February.

All Commissioners welcomed Ms. Angela Padalecki as the new Executive Director.

IV. Citizen Comments

None.

V. Consent Agenda

- A. December 19, 2017 Meeting Minutes
- B. Posting of meetings
- C. G4S invoice
- D. Prodigiq invoice
- E. Mead & Hunt invoice – boarding bridge design
- F. Mead & Hunt invoice – terminal renovations design

Few minor corrections to the December 19, 2017 minutes were discussed. Commissioner Clay Tufly was present at the December meeting and to replace Chairman Taggart with Vice-Chairman Benton in the Call to Order.

Commissioner Benton moved to include the said changes to the December 19, 2017 Meeting Minutes. Commissioner Brown seconded. Voice Vote. All Ayes.

Mr. Minnick commented that he would like to add a calendar as a supplement to item B. Posting of meetings. Mr. Minnick said that it is subject to change but it does outline that meetings will take place the third Tuesday of each month.

VI. Staff Reports

A. Directors report

Ms. Padalecki thanked everyone for the warm welcome. Ms. Padalecki briefed the Board about Passenger Facility Charges (PFC), which is fee that is collected by airlines on behalf of airports so the airport can invest in their infrastructure and those facilities that passengers are using. Ms. Padalecki said that right now the cap is at \$4.50 and Grand Junction Regional Airport is authorized by the FAA, to charge that full amount and airline partners keep \$.11. Ms. Padalecki said that the current senate bill for the budget, includes an increase in that cap to \$8.50 which would have significant impact on their budget. Ms. Padalecki said that she worked with Representative Tipton's office to make sure they express their support and to be sure they understood the ramification. Ms. Padalecki stated that last year they collected \$900,000 in PFC charges and if this change is implemented, the airport would collect an additional \$800,000 a year.

B. Financial report

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

Assets – The increase in accounts receivable is a result of payments due from FAA for AIP projects for a total of approximately \$1,800,000. Of this amount due as of 12/31/17 \$900,000 has been received and \$300,000 is an accrual based on estimated December AIP expenses. Projects costs have been submitted for reimbursement and have been getting paid in a timely manner. The increase in capital assets is primarily caused from the AIP construction and design work for the commercial apron project and runway design.

Liabilities – The accounts payable balance is higher compared to prior year with the increase in construction projects. The reduction in the collective debt balances is consistent with the principal payments made during 2017.

Operating Revenue – Aeronautical revenue ended the year slightly ahead of budget and prior year with increases in airline landing fee revenue. Non-Aeronautical revenue ended \$260,000 ahead of budget and \$100,000 ahead of prior year. This increase in revenue was largely the result of parking and rental car revenue year over year increases. Total operating revenue ended 2017 at \$6,357,000 compared to \$6,230,000 for 2016, approximately \$127,000 ahead of prior year.

Operating Expense – The total operating expense ended \$200,000 ahead of budget and same prior year. The compensation and benefits was affected by the impact of the year-end PERA reconciliation that requires employers to restate actual expense with proportionate share expense. Other operating expense line items are at or below budgeted amounts.

Non-operating Expense – The interest expense was affected by the final refunding of the 2007 bonds. This amount was held in escrow at the time of the refunding in 2016 and was expense in 2017. Capital contributions are affected by the amount of

projected that are funded by the FAA. The budget amount included the completion of the east commercial apron and additional costs for runway design.

C. Activity report

Ms. Shelagh O’Kane briefed the Board. Ms. O’Kane stated that enplanements were down by about 560 enplanements for the month of December, but to close out the year they were overall above eight out of the twelve months. For the year enplanements were 3% above last year. 14 diversions were reported for December, most of them being through United and Delta, which account for the different types of aircraft that Grand Junction doesn’t normally see.

D. Federal Mineral Lease District

Mr. Chance Ballegeer briefed the Board. Mr. Ballegeer stated that in the fall of 2016 the board approved for staff to go to the Federal Mineral Lease District (FLMD) board to apply for a grant for some terminal safety and security upgrades. The Grand Junction Regional Airport was awarded that grant with up to \$50,000. Throughout 2017 staff worked and contractors to get best pricing for cameras and bollards. The bollards were complete in August and there were 14 cameras installed in the terminal for safety.

VII. Discussion/Action Items

A. Board & Committee appointment

Mr. Minnick introduced this as Section 4.2 of the Board’s bylaws to select Chairman, Vice-Chairman, Treasurer, Clerk and Deputy Clerk and also appoint the Finance and Audit Committee and Compliance Committee.

Commissioner McDaniel commented that he and Chairman Taggart have had conversations about his position as Chairman, and he believes he has done a great job but Commissioner McDaniel also worries about Chairman Taggart personally taking on so much. Commissioner McDaniel said that they have had some conversation about him staying as Chairman to see Ms. Padalecki get off on the right foot, but they also considered that when she is on the right foot maybe (Chairman Taggart) be resigning and the board reelect a chairman.

Chairman Taggart commented that he would like to be a part of Ms. Padalecki’ s transition but he would also like to step aside at the midpoint of the year or close to the midpoint because he thinks it’s time for someone else to take the lead. Chairman Taggart stated that his intention is to go untill about May or June and then step aside and let Commissioner Benton take the helm.

Commissioner Benton moved that the slate of officers from 2017 continue through 2018 as identified as Chairman, Vice-Chairman, Treasurer, Clerk and Deputy Clerk. Commissioner Tuflly seconded. Voice Vote. All Ayes.

Commissioner Benton stated that Mr. Drew Armstrong has committed to continue serving on the Finance and Audit Committee. Suzanne Lay who was also a part of the committee has a full load on top of getting her PHD, they do have a couple people in mind for an additional member and when someone commits the time, they will come back to the board and have them appointed.

Commissioner McDaniel moved for the Board to approve committee appointments for the Finance & Audit Committee and the Compliance Committee for Commissioners as those who served last year plus Mr. Armstrong on the Finance and Audit Committee. Commissioner Brown seconded. Voice Vote. All Ayes

B. Banking resolution

Mr. Minnick briefed the Board and stated that only thing that needs to be added is Angela Padalecki as Executive Director.

Commissioner Benton moved for the Board to approve Resolution 2018-002 Grand Junction Regional Airport Banking Resolution. Commissioner Tufly seconded. Voice Vote. All Ayes.

C. Airport project invoices, grants and updates

Mr. Eric Trinklein briefed the board on current projects at the airport. Starting with the terminal renovations, the passenger loading bridge, the escalator project and the roof project are on schedule to be release for bid this month. Mr. Trinklein stated that they are still working on a resolution to replace the cooling system that will be limited to just the main atrium, hold rooms and offices.

Taxiway A rehabilitation project – the project scope to mill and overlay heavily used ends of the parallel taxiway was signed last month. Garver is out this week surveying and doing geotech work on the design. That design will be complete in April in anticipation of federal dollars being released for that grant.

The East Apron project – IHC is doing their homework and performing extra testing on materials. They are expecting to have results next week.

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 11/30 through 12/31. The billing includes 58% of the contract dollars. This invoice does not include payment for concrete. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Tufly moved for the Board to approve IHC invoice No. 6 in the amount of \$33,475.22. Commissioner Brown seconded. Voice Vote. All Ayes.

2. Garver invoice – east apron

This invoice includes engineering services provided by Garver on the East Terminal Apron Project through December 31 as a progress billing. Work included Construction Administration, Construction Inspection, Construction Testing and expenses. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Tufly moved for the Board to approve Garver invoice No. 17081932-5. Commissioner Brown seconded. Voice Vote. All Ayes.

3. Mead & Hunt invoice – runway design

This invoice is the progress billing for the Runway Design. Progress this period includes continuing design efforts on the 30% Runway Design, RTR Grading Package, and 27 ¼ rd. Staff has reviewed the invoice and concurs with the stated level of completion and recommends paying the invoice.

Commissioner Brown moved for the Board to approve Mead & Hunt Invoice No. 275016. Commissioner Tufly seconded. Voice Vote. All Ayes.

4. BLM right of way grant

As part of the GJT Runway 11/29 Relocation Program, approximately 11,000 linear feet of 27 ¼ Road will be shifted to the west to accommodate the new runway construction. The ROW Grant from BLM is necessary due to delays in the BLM issuance of the land transfer patent. This allows construction of the portion of 27 ¼ rd. that crosses BLM land to commence prior to receiving the land transfer patent. Construction of the new roadway is scheduled to begin in Spring/Summer of 2018 with bidding beginning in February 2018. The road way right-of-way will be 60' wide. The road on BLM land is 892', the width is 24' with 8' shoulders.

Mr. Trinklein stated that connected with the runway project, the Airport received the decision record, which is the preliminary document for the record of decision, which is the environmental approval for the land release, the highest level of government release of a project. Mr. Trinklein said that they also got word that they will not need to do an individual permit for the wetlands impacts from the project, it will fall under a nationwide project. The government is still working on the patent release for the land to transfer to the Airport. As a contingency the airport is going to have a right-of-way permit to construct 27 ¼ rd. to help from delaying the project.

Commissioner Brown moved for the Board to execute the Right-of-Way Grant. Commissioner McDaniel seconded. Voice Vote. All Ayes.

VIII. Any other business which may come before the Board

None.

IX. Adjournment

Commissioner Benton made a motion to adjourn. Commissioner Shrader seconded.

Meeting adjourned at 7:01PM

Rick Taggart, Board Chairman

ATTEST:

Victoria Hightower, Clerk to the Board