



Grand Junction Regional Airport Authority Board

Meeting Minutes

July 24, 2012

Opening:

Mr. Morgan Hamon, Board Vice Chairman, called the regular meeting of the Grand Junction Regional Airport Authority Board to order at 5:15 PM on July 24, 2012 in Grand Junction, Colorado and in the County of Mesa.

Present:

Commissioners:

Morgan Hamon, Chairman
Tom LaCroix
Denny Granum
John Stevens
David Hibberd

Other:

Shannon Kinslow, TOIL
Ed Behen, CAP
Deborah Gaul, GJUTA
Bob Erbisch, GJUTA
Bill Marvel, CAF
Collin an Marisa Fay, CFC
Steve Wood, CAPCO
Larry Kempton, ASN
Sam Susuras, GJ City Council

Airport Staff:

Rex Tippetts, Director of Aviation
Amy Jordan, Clerk
Gary Schroen
Kathie Lucas

I. Approval of Agenda

Commissioner Granum moved to approve the agenda. Commissioner Stevens seconded. Voice vote: All Ayes. The agenda was approved as distributed.

II. Conflict Disclosures

None.

III. Commissioner Comments

None.

IV. Citizens Comments

None.

- V. **Consent Agenda**
A. **Minutes: June 2012 Regular Board Meeting**
B. **Financial Statements: May 2012**
C. **Financial Statements: June 2012**

Discussion: NONE.

Commissioner Stevens moved to approve the consent agenda. Commissioner Hibberd seconded. Voice vote: All Ayes. The consent agenda was approved as distributed.

VI. **Action Items**

A. **AIP Grant 3-08-0027-50: Aircraft Rescue and Firefighting Vehicle**

Director Rex Tippetts briefed the Board about AIP Grant-50, for the acquisition of an aircraft rescue and firefighting vehicle. Tippetts said that the Federal Aviation Regulation, Part 139, requires the Grand Junction Regional Airport to provide primary firefighting response for the Airport.

The Airport currently has two Aircraft Rescue and Fire Fighting Vehicles, an Oshkosh Striker, which was acquired in 2006, and an Oshkosh T-1500, which was acquired in 1988.

The Federal Aviation Administration Advisory Circular 150/5220-10E, discusses replacement need and life expectancy of Aircraft Rescue Firefighting Vehicles, stating, "On average, an ARFF vehicle normally has a 10-12 year service life." The Airport has received funding to replace the Oshkosh T-1500, which is currently 22 years old.

The total federal grant amount for project number 3-08-0027-50, Acquire Aircraft Rescue Fire Fighting Vehicle, is \$700,000.

Approval of the Co-sponsorship Agreement between the Authority, City and County is scheduled for August 6th for the County and August 15th for the City.

Commissioner Granum moved to approve A. AIP Grant 3-08-0027-50: Aircraft Rescue and Firefighting Vehicle and authorize the Chainman to sign the grant. Commissioner Stevens seconded. Voice Vote. All Ayes.

B. **Draft FAA Grant #03-08-0027-51: Construct Terminal Building (Phase I)**

Director Rex Tippetts briefed the Board on Draft AIP-51 Grant. Tippetts gave some background regarding the project. The current Passenger Terminal Facility was opened in 1982. The 2011 Terminal Area Plan Study assessed the current Passenger Terminal Facility on the following objectives:

- The building's existing mechanical, electrical, plumbing, fire safety and structural elements.
- Current code compliance.
- The relative "health" of the building various systems.

- Likely future capital expenditures related to these systems for the next 5, 10, and 20 years.

Tippetts said that this report identified an estimated construction and engineering cost of over \$1.2 million to correct code and standards compliance items and another \$4.3 million in general upgrade or repairs of the existing facility to allow for continued operation of the existing terminal facility. The study concluded that due to the extensive operational cost of maintenance and structural deficiencies in the current facility, it would be more cost effective and efficient to replace the current passenger building with a new facility.

Tippetts explained that Phase I of the Terminal Building Expansion will be the design and construction of an Administration Building. This will allow administrative functions to be relocated and operate normally during the rebuild of the main passenger terminal building.

The building will include:

- 3 Floors
- Total of approximately 24,000 square feet (Including a Fire Station, Garage, and Storage)
- The lowest floor, basement, will provide storage areas, mechanical room and IT room.
- The second floor will house the Airport Board Room and a Fire Station. The Airport Board Room will also serve as a community room and be accessible after normal office hours. This floor will align with the airport apron, and on the airside, attached to the building, will be an Airport Rescue and Firefighting Bay.
- The third floor will be built out with offices, security processing, and related support spaces as required by the Airport Administration program.

The total federal grant amount for project number 3-08-0027-51, Construct Terminal Building (Phase I), and is \$1,400,000.

Approval of the Co-sponsorship Agreement between the Authority, City and County is scheduled for August.

Commissioner Granum moved to approve Draft AIP Grant 3-08-0027-51: Terminal Building Phase I and authorize the Chainman to sign the grant. Commissioner Stevens seconded. Voice Vote. All Ayes.

VII. Discussion Items

A. Manger's Update

Director of Aviation, Rex Tippetts, updated the Board on the following items:

1. Contract Tower Association – Tippetts gave the Board a briefing of the meetings he had just attended in Washington D.C. as part of the Contract Tower Association.
2. Environmental Assessment for Runway 11/29 – Tippetts gave the Board an update on the status of the environmental assessment for Runway

- 11/29. Tippetts said that there are a few BLM requirements that have recently surfaced that have been addressed.
3. Terminal Building Phase I Design – Tippetts updated the Board on the progress of the design of the first phase of the terminal building project, which is an administration building. Tippetts said that the architects have been in town for a few days meeting with staff and subcontractors. Tippetts said that the design is nearing completion.
 4. Leasing Guidelines Public Comment Session – Tippetts told the Board that attorney, Mike Morgan is with them this evening to do a detailed update on the leasing guidelines, however, the once the draft of the guidelines is released for public comment, the Board needs to hold a Public Comment Session. Tippetts suggested that the Board hold the Public Comment Session following the regularly scheduled August meeting.
 5. Upcoming Board Workshops – Tippetts told the Board that the following items need to be scheduled for workshops in the next few months. Those topics include 2013 Budget, Terminal Building Phase I Design Review, and the Capital Improvement Program. Tippetts said that the amount of items that need to be covered in addition to regular business might warrant the need for some additional workshops.
 6. Civic Master Plan Application – Tippetts updated the Board on the application submitted to the City of Grand Junction, to accept the Airport's Master Plan. Tippetts explained that this is a process that the Airport has done in the past, and is standard procedure. Staff has been working with City Planning Staff to provide all the necessary documents required. Tippetts explained that the application had been scheduled to be reviewed by Planning Commission and then City Council this July. Just recently, City Planning Staff notified the Airport that the application has been pulled by the City's Attorney. The Airport has yet to receive an explanation as to the reason for the removal of the application, or when it will be rescheduled.

B. Lease Guidelines Update

Airport Authority Attorney, Mike Morgan updated the Board on the status of the Draft Leasing Guidelines. Morgan explained that he has been working with the Grand Junction Tenant and Users Association (GJTUA) while developing the draft aeronautical use lease guidelines. Morgan said that he has worked with the attorney representing the GJTUA and has done his best to incorporate the GJTUA comments into the draft guidelines in advance.

Morgan said that this draft is being released to the Board to approve for public comment release. Morgan explained that this is not a final document, it is still a draft, and should be released to the public as part of a broader public comment process.

Morgan said that he anticipates that there will be some additional changes, but that the draft document is ready to be released for public comment.

Morgan walked the Board through the comments submitted by the GJTUA.

Morgan went into a detailed discussion of each section within the draft of the leasing guidelines, reviewing all the changes since the last presentation of the draft guidelines. Morgan explains that section one sets out who these guidelines will be applied to, which is non-air carrier aeronautical ground and facilities leases.

Section two sets out the Federal Aviation Administration Grant Assurance, by which the Airport Authority are required to comply with. The Airport Authority is not allowed, by way of the Grant Assurances, to dispose of lands. Morgan also said that the FAA views leases of extraordinarily long-term, a disposal of land, which would take FAA approval. Long-term is not defined by the FAA, however, in dealing with the FAA, fifty-years appears to be the point at which the FAA squawks.

Morgan went on to discuss the remaining sections, which include land uses, lease requests, lease terms, rates, fees and charges, permitted uses, lease agreements and legal review, construction of leasehold improvements, assignment, subleasing, and financing, applicable laws, standards, and guidance policies, facilities lease right of first refusal, lease expiration and termination, and subordinate document. Morgan said that these guidelines are not intended in any way to change or amend current ground leases. Once these guidelines have been approved, they will apply to new leases moving forward from their effective date.

Discussion:

Commissioner Kenyon asked if there were any topics/suggestions made that were not included. Morgan stated that there were two suggestions made that were not incorporated, one was that these guidelines be retroactive and applies to all current and new leases. The second was that there be a fine imposed on the Authority if the guidelines are not imposed. Morgan explained that these guidelines would be moving forward for new lease only at this point. The Authority would have to go in and amend each individual lease if its intent was to apply these guidelines to current leases, which he felt, was not the intent. In addition, the Authority is already obligated to act in a fair and non-capricious manner; therefore, the latter suggestion was not included.

Vice Chair Hamon asked the Board if any member was opposed to putting this draft out for public comment. All the members agreed that it was good to put out for public comment at this time.

C. Security Solutions Committee Update

Vice Chairman Morgan said that the Airport Security Plan Amendment, written by the Security Solutions Committee, has been submitted to the Transportation Security Administration. Response could take up to 3 months.

VIII. Adjourn

The Board adjourned at 5:55 P.M.

The next meeting of the Airport Authority Board will be at 5:15 P.M. on August 21, 2012.

Morgan Hamon, Board Vice Chairman

ATTEST:

Amy Jordan, Clerk to the Board