

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
JULY 5, 2022**

Commissioner M. Elizabeth Melton, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, County Manager Jay Harrington, and Executive Assistant Jennifer Parent were also present. Commissioner Timothy V. Corrigan was absent. Katie McCaulley prepared the minutes.

**EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND  
PAYROLL**

Mr. Harrington presented the accounts payable for a total of \$1,064,986.15. With the addition of payroll in the amount of \$886,934.34, the total disbursements approved equaled \$1,951,920.49.

**MOTION**

Commissioner Redmond moved to approve accounts payable as presented.

Commissioner Melton seconded; the motion carried 2-0.

**EN RE: CONSENT AGENDA**

The following items were presented for consideration, approval, and signing on the consent agenda:

- A. APPROVAL OF COUNTY COMMISSIONERS' MINUTES: MEETINGS OF OCTOBER 12 & 19, NOVEMBER 2, 9, 16, & 23, DECEMBER 7, 14, 21, 28 & 31, 2021**
- B. APPROVAL AND AUTHORIZATION FOR THE CHAIR TO SIGN THE ANNUAL FAIR ALCOHOL BEVERAGE RESOLUTION AND BEER CONCESSION AGREEMENT;**

**MOTION**

Commissioner Redmond moved to approve consent agenda items A and B.

Commissioner Melton seconded; the motion carried 2-0.

## **EN RE: PUBLIC COMMENT**

No public comment was made.

## **EN RE: PURCHASING / JULIE KENNEDY**

Julie Kennedy, Purchasing Agent; Steve Faulkner, Facilities Manager; and Kevin Booth, Airport Director were present.

### **ROUTT COUNTY JAIL EMERGENCY REPAIRS GENERAL CONTRACTOR APPROVAL**

The Facilities department requested the approval of emergency repairs to the Routt County Jail regarding the foundation, soil erosion, and plumbing issues. The requested contract is for a general contractor who will manage the various sub-contractors required for the repairs. This will minimize risk to the County by utilizing our standard contract requirements of liability insurance, payment, and performance bonds.

### **MOTION**

Commissioner Redmond moved to approve the award, authorize the Chair to sign the Notice of Award, and authorize the County Manager to electronically sign the purchase order to HLCC Construction Company for construction management of emergency repairs at the Routt County Jail in the amount not to exceed \$156,309; noting that this will need a supplemental budget.

Commissioner Melton seconded; the motion carried 2-0.

### **RFP 765 YAMPA VALLEY REGIONAL AIRPORT GENERAL AVIATION DEVELOPMENT PHASE 1 AWARD APPROVAL**

Mr. Booth requested the Purchasing Department to issue RFP 765 for phase one of the General Aviation Development project at Yampa Valley Regional Airport (VYRA). After sending the RFP to three firms and advertising in the paper and website, there were two proposals received for the development of hangars for private aviation and related enterprise rental.

After the evaluation committee reviewed the proposals, in-person interviews were conducted with both land development firms for further clarification of the five criteria detailed in the RFP which included development intent, financial stability, and best land use that meets the interest of the County.

Each member of the evaluation committee scored independently and submitted them to Purchasing separately to be tallied. The scores put the Business Aviation Group as the clear choice of the committee to move forward with land lease negotiation that ensures the development and expansion of the Airport's general aviation service opportunities.

## **MOTION**

Commissioner Redmond moved to approve the award for YVRA General Aviation Development Phase 1 to Business Aviation Group, LLC and authorized the Airport Director to move forward with land lease negotiations.

Commissioner Melton seconded; the motion carried 2-0.

## **EN RE: LEGAL**

County Manager, Jay Harrington; County Attorney, Erik Knaus; and County Clerk, Jenny Thomas were present.

County Attorney Erick Knaus presented to the Board a request to enter Executive Session to discuss specific legal issues.

At 9:53 a.m., Commissioner Melton moved to enter an executive session to discuss specific pending matters with the County Attorney, and the County Manager, pursuant to C. R. S. 24-6-402 (4)(b), to discuss specific legal matters with the County Attorney.

Commissioner Redmond seconded; the motion carried 2-0.

The executive session adjourned at 11:36 a.m. Commissioner Melton stated the board limited its discussion to the purpose stated in the motion to be discussed during the executive session. No formal actions were taken, and no minutes were taken during the executive session.

## **EN RE: HUMAN RESOURCES**

Kathy Nelson, Human Resources Director, and Kevin Booth, Director of the Yampa Valley Regional Airport, were present.

### **YVRA SECURITY COORDINATOR PAY SCALE**

Kathy Nelson presented to the Board a consideration to approve the Yampa Valley Regional Airport (YVRA) Security Coordinator pay scale.

Kevin Booth is requesting to reclassify the Airport Security Coordinator (ASC) position to a supervisory role. He has been given budget approval to hire an Assistant Airport Security Coordinator (AASC) and requests that the existing Security Coordinator job description and pay reflect those additional responsibilities. This position currently leads, coordinates, and performs security guard duties per Transportation Security Administration (TSA) regulations for the YVRA and maintains a safe and secure airport environment.

In determining the salary for this role, Mr. Booth researched similar airport security manager roles and is requesting that the ASC is benchmarked against the current YVRA Operations Safety and Security (OSS) Lieutenant.

#### **MOTION**

Commissioner Redmond moved to approve the Yampa Valley Regional Airport Security Coordinator pay scale.

Commissioner Melton seconded; the motion carried 2-0.

#### **YVRA ASSISTANT SECURITY COORDINATOR PAY SCALE**

Kathy Nelson presented to the Board a consideration to approve the Yampa Valley Regional Airport Assistant Airport Security Coordinator pay scale.

Kevin Booth is requesting approval of the AASC pay scale. This position will report to the Airport Security Coordinator position and assist with the maintenance of airport security programs, security directives, and airport tenant activities for compliance with TSA as well as local and state regulations.

In determining the salary for this role, Mr. Booth researched similar airport security roles and is requesting that the AASC salary is benchmarked against the current YVRA Operations Safety and Security (OSS) Firefighter position.

#### **MOTION**

Commissioner Redmond moved to approve the Yampa Valley Regional Airport Assistant Airport Security Coordinator pay scale.

Commissioner Melton seconded; the motion carried 2-0.

#### **EN RE: YAMPA VALLEY REGIONAL AIRPORT RENTAL CAR QUICK TURNAROUND FACILITY**

Kevin Booth, Airport Director presented to the Board a consideration to approve and authorize the Chair to sign the Notice of Award, Construction Contract, and Notice to Proceed for FCI Constructors Inc. for construction of the YVRA Rental Car Quick Turnaround (QTA) Facility.

Hertz has historically washed their rental vehicles at the Bear River Valley Co-Op in Hayden; the Co-Op closed its carwash facility in Oct. 2021. Hertz was forced to wash cars at a single-bay outdoor facility in Hayden during the 2021-2022 ski season which greatly reduced their ability to turn rental cars and restricted the number of rental cars available to airport customers. Avis Budget uses a separate facility in Hayden and will also utilize this QTA when completed. The 2019 engineer's estimate for the facility was \$1.5M and the updated 2021 engineer's estimate was \$2.4M. As construction costs have continued to escalate it is now at

almost \$4.1M for the much-needed facility. While mechanical costs were reduced, they were offset by costs related to construction, engineering, and design. Using conservative Customer Facility Charges collection numbers, YVRA expects to be repaid for the facility in an estimate of 10 years. An additional \$1-1.2M in costs would be required for the construction of roadways and overflow lots, as well as adding 2 years to the payback process. The facility is desired to be functional by December 15, 2022. This timeline would accommodate the beginning of peak winter tourist season, with the ability to complete construction through the winter months if necessary.

**MOTION**

Commissioner Redmond moved to approve and authorize the Chair to sign the Notice of Award, Construction Contract, and Notice to Proceed for FCI Constructors Inc. for the construction of the YVRA Rental Car Quick Turnaround Facility.

Commissioner Melton seconded; the motion carried 2-0.

**UPDATES FROM COUNTY MANAGER JAY HARRINGTON**

County manager Jay Harrington gave a brief overview of current events regarding the Rainbow Gathering and its impacts on County roadways and infrastructure, as well as how to manage abandoned vehicles after the conclusion of the event.

No further business coming before the Board, same adjourned sine die.

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Jenny L. Thomas, Clerk and Recorder

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M. Elizabeth Melton, Chair

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Date